PONY

سلسلة كتب الأستاذ

ICT

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المنهج الجديد

6th Primary
Second Term

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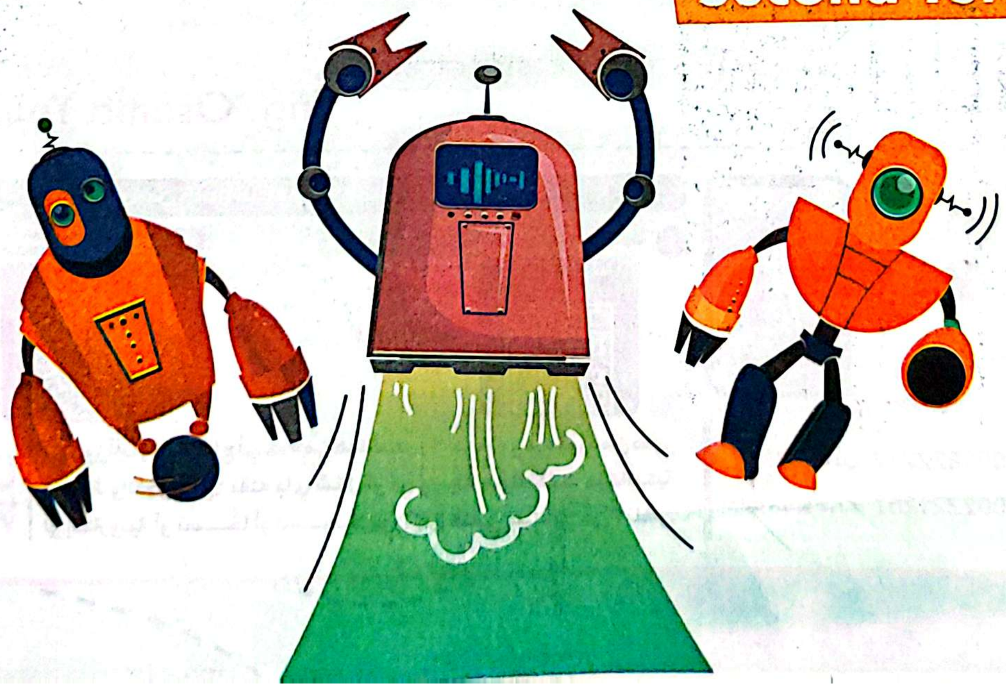

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Introduction

We are delighted to introduce our comprehensive educational series "Pony" in ICT. This book is designed to provide an interesting and attractive style that will capture your attention and keep you engaged throughout your learning journey.

We understand that learning can be challenging, which is why we have made every effort to provide clear and concise explanations of the topics covered in this book. In addition, the book includes a large number of comprehensive exercises designed to help reinforce your understanding of the concepts presented.

We have also taken great care to provide explanatory information for some of the more ambiguous points in the subject matter. We understand that some concepts may be difficult to grasp, and we have made every effort to provide clear explanations and examples to help you understand these points.

Overall, we hope that this book will help you develop a strong foundation in ICT and explore its exciting world.

We hope that you find this book informative, engaging, and enjoyable to read.

Author,
Eng. Osama Youssef

متواجدون في كافة محافظات جمهورية مصر العربية

www.youtube.com/channel/UCCxsZyTU8HkLR3fClsoYD7A

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تابع كل جديد على صفحة الأستاذ - PONY

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لا يجوز أبدًا إعادة إنتاج أي جزء من هذا العمل ولا حفظه بأي صورة من صور الحفظ والتخزين ولا نقله بأي شكل أو أي وسيلة سواء كانت ميكانيكية أو إلكترونية أو نسخًا أو تسجيلًا دون إذن كتابي سابق من الناشر.

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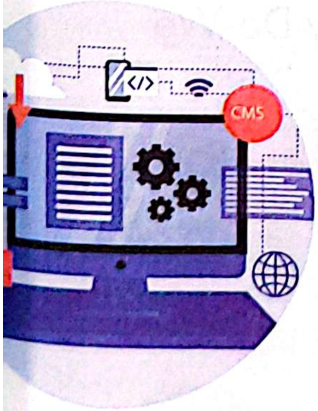

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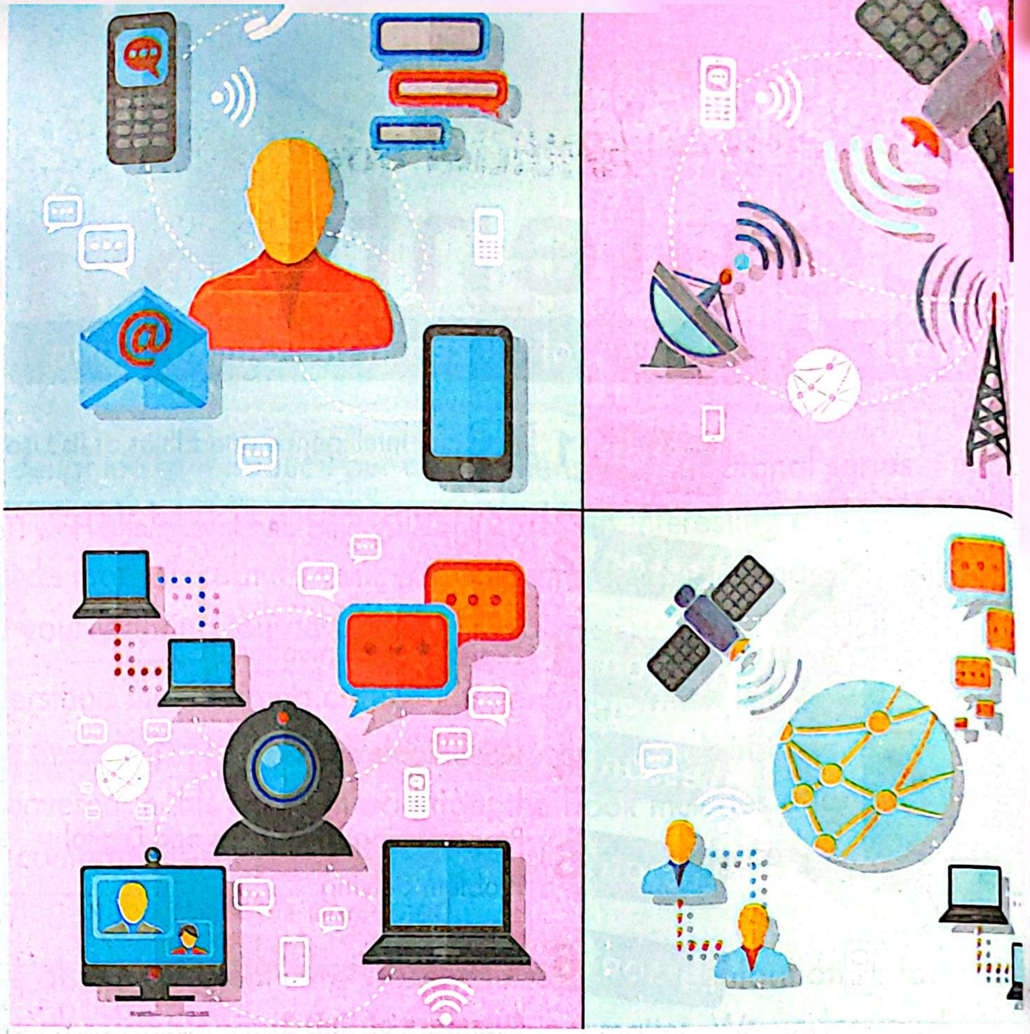
Unit 3

The Digital Citizen in the Online World



Unit Lessons:

- Lesson 1 Artificial Intelligence and Ethics of Its Use
- Lesson 2 Online Shopping and Investment: How Do We Choose the Best?
- Lesson 3 Digital Communication
- Lesson 4 Video Conferences
- Lesson 5 Programming Languages and Digital Problem Solving
- Lesson 6 Image Editing

Lesson 1 Artificial Intelligence and Ethics of Its Use

1 Artificial Intelligence (AI)

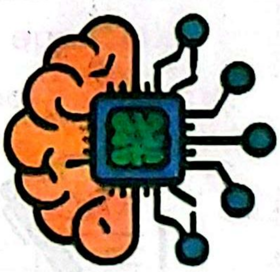
» Imagine that a machine can think, solve problems, and make decisions like you.

Artificial Intelligence (AI)

It is a technology that enables machines to use human-like traits, such as logic, to solve problems.

الذكاء الاصطناعي(AI): هو تكنولوجيا تمكن الآلات من استخدام السمات البشرية مثل المنطق لحل المشكلات.

» How do these machines learn?



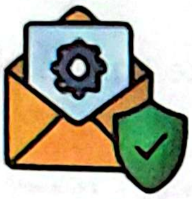
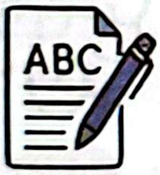
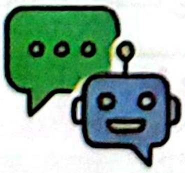
- Artificial Intelligence depends on algorithms.
- An algorithm is a set of detailed steps that tells the computer what to do.
- Algorithms is like recipes that the machine follows to learn and solve problems.

« كيف تتعلم هذه الآلات؟ يعتمد الذكاء الاصطناعي على الخوارزميات.

- الخوارزمية هي مجموعة من الخطوات التفصيلية التي تخبر الكمبيوتر ماذا يفعل.
- الخوارزميات تشبه الوصفات التي تتبعها الآلة للتعلم وحل المشكلات.

2 Artificial Intelligence Tools in Our Daily Lives

Tool	Use	Example
Facial Recognition فتح الجهاز بالتعرف على الوجه	• Used to verify your identity and unlock your phone. • يستخدم للتحقق من هويتك وفتح هاتفك	• Your smartphone.

Voice Assistants المساعدون الصوتيون	• Digital robots that answer your questions or carry out your requests using voice commands. • روبوتات رقمية تجيب عن أسئلتك أو تنفذ طلباتك عبر الصوت.	• Siri or Alexa.
Email filter  فلتر البريد الإلكتروني	• Tools that prevent dangerous or unwanted messages (malicious mails) from reaching your inbox. • تمنع الرسائل الخطيرة أو غير المرغوب فيها (البريد الوارد الخبيث) من الوصول إلى بريدك.	• Your email inbox.
Language processing tools  أدوات معالجة اللغة	• Help you formulate your writings or answers, and send emails and simple messages. • تساعدك في صياغة كتاباتك أو إجاباتك وترسل رسائل إلكترونية ورسائل بسيطة.	• Some search tools. • electronic writing tools.
Chat windows  نوافذ الدردشة الآلية	• Windows on websites that automatically respond to you using chatbots. • نوافذ في مواقع الويب ترد عليك آليًا بـ «روبوتات المحادثة».	• Customer service on some websites.

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3 Ethics: Using Artificial Intelligence Responsibly

» We must use and develop Artificial Intelligence in a responsible and ethical way, because Artificial Intelligence is very powerful.

1 Inclusiveness:

» Artificial Intelligence tools must include all users not only a specific group.

» Everyone should benefit.

① الشمولية: • يجب أن تشمل أدوات الذكاء الاصطناعي جميع المستخدمين وليس مجموعة محددة فقط.
• الجميع يجب أن يستفيد.

2 Unbiased:

» Artificial Intelligence decisions must be based on facts, not opinions or personal views (bias).

② عدم التحيز: يجب أن تستند قرارات الذكاء الاصطناعي إلى الحقائق والبيانات، وليس على الآراء أو وجهات النظر الشخصية (التحيز).

3 Protectiveness (Privacy):

» The privacy and security of users' data must be considered when designing AI tools.

» Personal information should not be leaked.

③ التحفظ (الخصوصية): • يجب مراعاة خصوصية بيانات المستخدمين وأمانها عند تصميم هذه الأدوات.
• لا يجب أن تتسرب معلوماتك الشخصية.

4 Benefit:

» AI tools should be used to help society and make it better.

» They should not be used to achieve harmful personal gains or cheating others.

④ الإفادة: يجب أن تستخدم أدوات الذكاء الاصطناعي لمساعدة المجتمع وجعله أفضل، وليس فقط لتحقيق مكاسب شخصية ضارة أو التسبب في غش الآخرين.

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5 Responsibility:

» If an AI tool makes a mistake, The designer should admit the mistake and correct it.

5 المسئولية: إذا أخطأت أداة الذكاء الاصطناعي، يجب على مصمموها أن يعترف بالخطأ ويصححه.

6 Transparency:

» the designer of AI tool is ready to explain how the AI tools work.

6 الشفافية: مصمم أداة الذكاء الاصطناعي جاهز لشرح كيفية عمل أدوات الذكاء الاصطناعي.

أهم الكلمات والمصطلحات

Problem-solving	حل المشكلات	logic	المنطق
Human traits	السمات البشرية	make decisions	يتخذ قرارات
Facial recognition	التعرف على الوجه	algorithms	الخوارزميات
malicious incoming mail	البريد الوارد الخبيث	Customer service	خدمة العملاء
Language processing tools	أدوات معالجة اللغة	chatbots	روبوتات المحادثة
Ethics	الأخلاقيات	Inclusiveness	الشمولية
Non-bias	عدم التحيز	Protectiveness	التحفظ
Privacy	الخصوصية	leaked	تسرب
Benefit	الإفادة	cheating	الغش
Responsibility	المسئولية	admit the mistake	يعترف بالخطأ

Exercises on Lesson 1

1 Choose the correct answer:

1. What is artificial intelligence trying to simulate in machines?
   - a. Rocket speed.
   - b. Human traits in problem-solving and logic.
   - c. Cloud movement.
   - d. Electrical signals in circuits.

2. .... is used to verify your identity and unlock your smartphone.
   - a. email filter
   - b. Siri
   - c. chat bots
   - d. Facial Recognition

3. .... means that AI tools must include all users and not only a specific group.
   - a. Inclusiveness
   - b. Bias
   - c. Responsibility
   - d. Privacy

4. Which AI tool is used to protect your email from dangerous messages?
   - a. Voice assistants.
   - b. Smart home devices.
   - c. Email filter.
   - d. Smart navigation systems.

5. What are the steps or recipes that artificial intelligence relies on to learn and solve problems called?
   - a. Hypotheses.
   - b. Algorithms.
   - c. Records.
   - d. Statistical models.

6. Artificial Intelligence (AI) technology enables machines to use human-like traits such as .... to solve problems.
   - a. guessing
   - b. physical strength
   - c. emotions
   - d. logic

7. Which ethical principle prevents artificial intelligence from making decisions based on personal opinions?
   a. Beneficence. b. Responsibility. c. Unbiased d. Transparency.

8. Siri and Alexa are examples of ....
   a. voice assistants
   b. email filters
   c. language processing tools
   d. none of them

9. What does the principle of "Inclusiveness" require in artificial intelligence ethics?
   a. AI tools are used by only one specific group.
   b. AI tools explain how they work.
   c. AI tools include all users, not a specific group.
   d. That tools are protected from hacking only.

10. Chat windows on websites that automatically respond to you are known as ....
   a. voice assistants
   b. email filters
   c. chatbots
   d. facial recognition

11. Artificial intelligence makes machines use logic and .... in problem-solving.
   a. Handwriting.
   b. Decision-making.
   c. Fast travel.
   d. Automatic printing.

12. Which of the following is considered a common artificial intelligence tool?
   a. Manual sewing machine.
   b. Navigation applications that guide you to a destination.
   c. Fax machine.
   d. Traditional calculator.

13. The thing that artificial intelligence relies on to learn and solve problems is called ....
   a. Records. b. Algorithms. c. Clouds. d. Metadata.

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14 Digital robots that answer your questions using voice commands are called ....

a. Voice Assistants
b. Algorithms
c. Email filters
d. Facial Recognition

15 What ethical principle ensuring that society benefits from artificial intelligence?

a. Benefit.
b. Transparency
c. Responsibility.
d. Justice.

16 .... tools help you formulate your writings, send emails, and simple messages.

a. Facial recognition
b. Chat windows
c. Language processing
d. Logic

17 If artificial intelligence collects your personal information, it must apply the principle of ....

a. Inclusiveness.
b. Transparency.
c. Accuracy
d. Privacy

2 Put (✓) or (✗):

1. Artificial intelligence is the technology that enables machines to use human traits in problem-solving. ( )
2. Artificial Intelligence depends on algorithms to learn and solve problems. ( )
3. Algorithms are a set of random steps that computers follow. ( )
4. AI tools should be used to make society better. ( )
5. The principle of transparency requires that the tool designer be ready to explain how it works. ( )

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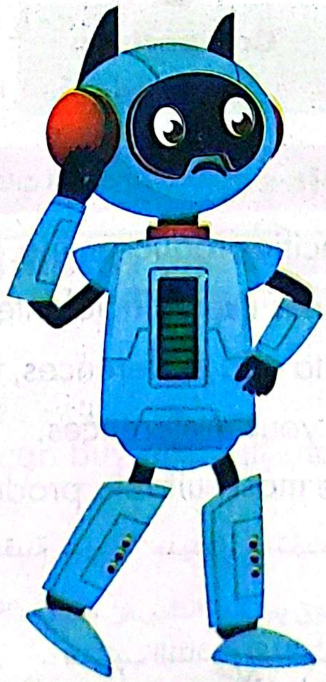
6. Facial Recognition is used to prevent malicious emails from reaching your inbox. ( )
7. AI decisions should be based on personal views and opinions. ( )
8. if an AI tool makes an error, the designer is not required to admit the mistake and correct it. ( )
9. 📖 Language processing tools help in formulating writing and emails. ( )
10. Responsibility means the designer must correct the AI if it makes a mistake. ( )
11. 📖 It is ethical to ignore the data of a specific group of people when training AI tools. ( )
12. Protectiveness means that personal information should not be leaked. ( )
13. Siri and Alexa carry out requests using voice commands. ( )
14. Inclusiveness means AI tools should only benefit a specific group of people. ( )
15. 📖 An AI tool that suggests people you may know on social media is an example of an AI tool that makes recommendations. ( )

Play with PONY

Help the robot match the code of ethics for AI designers to each column.

Inclusiveness	1	a	Help society and make it better.
Unbiased	2	b	Privacy and security must be considered.
Beneficial	3	c	Based on facts, not opinions.
Protectiveness	4	d	Not only a specific group
Responsibility	5	e	Admit the mistake.



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Lesson 2 Online Shopping and Investment: How Do We Choose the Best?

1 E-commerce

» Have you ever bought a toy or ordered a meal online?

» This is what is called e-commerce.

• هل سبق أن اشتريت لعبة أو طلبت وجبة عبر الإنترنت؟ هذا ما يُسمَّى بالتجارة الإلكترونية؟

E-commerce

» It is the process of buying and selling products and services online.

• التجارة الإلكترونية: هي عملية بيع وشراء السلع والخدمات عبر الإنترنت.

» With so many online stores and a lot of options, it is necessary to use technology and AI to help us make the right purchasing decisions.

• مع زيادة المتاجر الإلكترونية وتنوع الخيارات، أصبح من الضروري استخدام التكنولوجيا والذكاء الاصطناعي لمساعدتنا في اتخاذ قرارات الشراء الصحيحة.

Research tools

1. Smart search Engines
2. Comparison Websites
3. Online Reviews

1 Smart Search Engines: محركات البحث الذكية

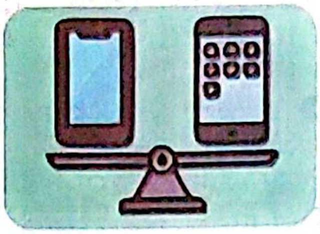
» When searching for a specific product online, like "a new school bag," search engines use artificial intelligence to analyze your previous data and preferences, to provide:

- Suggestions that match your preferences.
- results are sorted by the most suitable products or the fastest delivery.

« عند البحث عن منتج معين، مثل «حقيبة مدرسية جديدة»، تستخدم محركات بحث الذكاء الاصطناعي لتحليل بياناتك السابقة وتفضيلاتك، فتقدم لك:

• اقتراحات مخصصة تناسب ذوقك. • ترتيب النتائج وفقًا لأكثر المنتجات ملاءمةً أو الأسرع في التوصيل.

2 Comparison Websites: مواقع المقارنة الإلكترونية

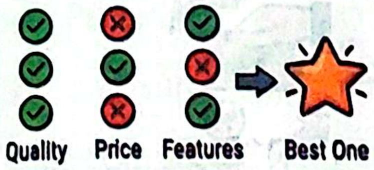


» Comparison websites help you when buying products like electronic devices by:

- Comparing many products in one place
- Evaluating quality, price, and features of each product to choose the best one.

« تساعدك هذه المواقع عند شراء منتجات مثل الأجهزة الإلكترونية في:

- مقارنة عدة منتجات في مكان واحد.
- تقييم الجودة والسعر والميزات المختلفة لكل منتج؛ لاختيار الأفضل.



5 Online Reviews: تقييمات المستخدمين

» Before completing the purchase, it is important to know other's opinions

» Consumer reviews: opinions of users, friends, or family online.

» Reviews help you evaluate the quality of the product and service before purchasing

« قبل إتمام عملية الشراء، من المهم معرفة آراء الآخرين حول المنتج أو الخدمة.

« تقييمات المستهلكين: آراء المستخدمين، أو الأصدقاء، أو العائلة عبر الإنترنت.

« تساعدك التقييمات في قياس جودة المنتج قبل الشراء.

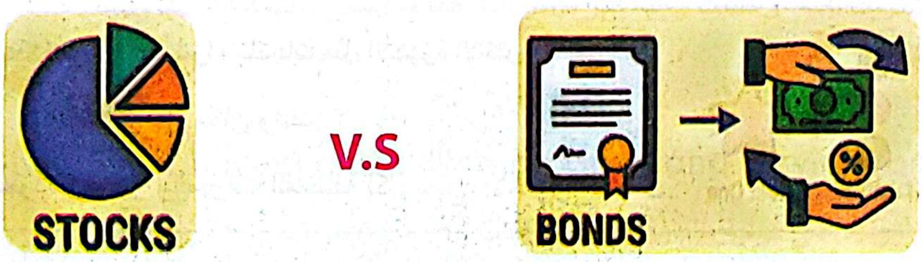
2 Stocks and Bonds

Stock Exchange

» A market where people can buy and sell shares, called stocks.

- البورصة: سوق يستطيع الناس من خلالها شراء وبيع الأسهم.

- Stocks (Shares): Equal parts into which the ownership of a company is divided.
- When you buy stocks in a company, you become a partner owning a small part of that company.
- When you buy bonds, you lend the company a sum of money.



- الأسهم أجزاء متساوية تُقسَّم إليها ملكية الشركة.
- عندما تشتري أسهمًا في شركة؛ فأنت تصبح شريكًا تملك جزءًا صغيرًا من هذه الشركة.
- وعندما تشتري سندات؛ فأنت تقرض الشركة مبلغًا من المال.

Why Do We invest in stocks and bonds?

1. For help: To support companies that offer something good.

   EX Green Companies that protect the environment.

2. To make profit: Investors (holders of stocks and bonds) earn money from the profits or interest

- لماذا نستثمر في الأسهم والسندات؟

1. للمساعدة: لدعم الشركات التي تقدم شيئًا جيدًا، مثل: الشركات الخضراء التي تحمي البيئة.
2. لتحقيق الربح: يحصل المستثمرون (حاملو الأسهم والسندات) على المال من الأرباح أو الفوائد.

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3 Ethical and Sustainable Investment

» It is important to invest in companies that follow ethical principles, such as:

- Caring for the environment.
- Having transparent and trustworthy management.
- Providing high-quality products.

» To ensure this, we should review the official websites of companies and reviews from reliable sources.

« الاستثمار الأخلاقي والمستدام: من المهم أن نختار شركات للاستثمار فيها تتبع قواعد أخلاقية، مثل:

- أن تهتم بالبيئة.
- أن تكون إدارتها شفافة وموثوقة.
- أن تكون منتجاتها ذات جودة عالية.

للتأكد من ذلك، يجب علينا مراجعة المواقع الإلكترونية الرسمية للشركات وتقييمات مصادر المعلومات الموثوقة.

أهم الكلمات والمصطلحات			
E-commerce	التجارة الإلكترونية	trustworthy	موثوقة
purchasing decisions	قرارات الشراء	Comparison	مقارنة
Personalized suggestions	اقتراحات متخصصة	Reviews	تقييمات
Evaluating	تقييم	Stocks	أسهم
Investment	استثمار	Bonds	سندات
partner	شريك	make a profit	لتحقيق مكسب
lend	يقرض	Sustainable	المستدام
Ethical	أخلاقي	Official websites	المواقع الرسمية

Exercises on Lesson 2

1 Choose the correct answer:

1. What is the process of buying and selling goods and services online?
   a. E-commerce
   b. Digital investment
   c. Traditional marketing
   d. Cloud comparison

2. What do smart search engines use to provide personalized suggestions and classify products according to what you like?
   a. Font size
   b. Artificial intelligence
   c. Page design
   d. Calculator

3. When you buy a company's share, you become .... in that company.
   a. A lender
   b. A consumer
   c. An employee
   d. A partner

4. What is the importance of reviewing companies' official websites before investing in them?
   a. To check the color of the company logo
   b. To follow new products
   c. To know the number of company employees
   d. To ensure the ethical rules followed by the company

5. What is the function of electronic comparison websites?
   a. Hiding product prices
   b. Comparing product specifications and prices in one place
   c. Deleting unwanted products
   d. Collecting only friends' and family reviews

6. E-commerce is the buying and selling of goods and services through ....
   a. The Internet
   b. Traditional mail
   c. traditional market
   d. Libraries

7 What gives you a part of ownership in a company?

a. Bonds b. Sukuk c. Shares d. Coupons

8 Which technological tool helps you compare prices and specifications when purchasing a laptop?

a. Traditional search engines b. Shopping websites

c. Electronic comparison websites d. Old applications

9 What should an investor consider when choosing companies that protect the environment?

a. Increasing profits only

b. the company is very large

c. the company protect environment and follows ethical rules

d. Number of employees

10 Why is technology more important now when shopping online?

a. To reduce available options

b. Because the choices and products has become very large

c. Because stores have become closed

d. To facilitate travel

11 Which AI tool of the following helps the consumer?

a. Using a calculator b. Smart search engines

c. Writing by hand d. none of them

12 A person who buys goods and services is called.................................

a. Designer b. Programmer

c. Consumer d. none of them

13 Investing in a company's bonds means that you.................................

a. get free goods b. Lend money to the company

c. Own all the company's shares d. all of them

14 Investing in a company's shares is for the purpose of ....

a. Wasting money b. cheating others

c. Supporting the company and earning profits

d. both a and b

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15 What do smart search engines use to classify results that suit you?

a. Product colors

b. Your preferences and previous browsing behavior

c. Stores names

d. personal information

2 Put (✓) or (✗):

1. E-commerce is the process of buying and selling goods and services online. ( )
2. Comparison websites help users evaluate the quality and price of products. ( )
3. Buying a stock means you own a small part of the company. ( )
4. Ethical investment means supporting companies that harm the environment. ( )
5. AI helps us make the right purchasing decisions in e-commerce. ( )
6. If you buy bonds, you become a partner in the company ownership. ( )
7. To ensure a company is ethical, you should review its official website. ( )
8. Buying a bond means you are lending money to a company. ( )
9. "Green Companies" are those that focus on increasing pollution to make profit. ( )
10. Reviews help you evaluate the quality of the product before purchasing ( )
11. The ownership of a company is divided into equal parts called bonds. ( )
12. A person who buys a bond is lending money to the company. ( )

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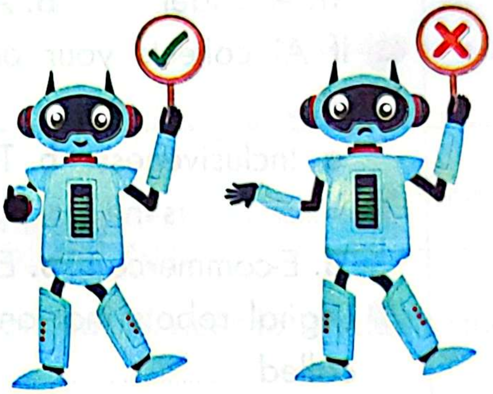
Play with PONY

Instruct the robot to invest in stock exchange:



1. The stock exchange is a market where people can buy and sell products.
2. Shares represent equal parts of company's ownership.
3. Companies may sell bonds to raise money.
4. Stock and bonds can be bought, managed and sold through website.
5. Stocks/shares do not involve any risk.
6. The stock exchange is a market where people can buy and sell shares called stocks.

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Test Yourself on Lessons 1&2

1 Choose the correct answer:

1. ....are a set of detailed steps that tell the computer what to do.
   a. Algorithms b. Chat windows
   c. Email filters d. Voice commands
2. 📖 When you buy a company's share, you become .... in that company
   a. A lender b. A consumer c. An employee d. A partner
3. If AI collects your personal information, it must apply the principle of......................
   a. Inclusiveness. b. Transparency. c. Accuracy d. Privacy
4. ....is the buying and selling of goods and services on the internet
   a. E-commerce b. E-learning c. Stock exchange d. None of them
5. Digital robots that answer your questions using voice commands are called ....
   a. Voice Assistants b. Algorithms
   c. Email filters d. Facial Recognition
6. 📖 What gives you a part of ownership in a company?
   a. Bonds b. Sukuk c. Shares d. Coupons
7. ....prevent unwanted messages from reaching your inbox.
   a. chat bots b. Smart home devices.
   c. Email filter. d. Voice assistants

2 Put (✓) or (✗):

1. Stocks are also known as shares. ( )
2. Siri and Alexa carry out requests using voice commands. ( )
3. It is ethical to use AI tools for cheating others. ( )
4. The ownership of a company is divided into equal parts called bonds. ( )
5. Investors earn money from profits or interest. ( )
6. 📖 Language processing tools help in formulating writing and emails. ( )
7. Algorithms are a set of random steps that computers follow. ( )
8. Comparison websites help users evaluate the quality and price of products. ( )

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Lesson 3 Digital Communication

Who Provides Us with Support Services?

- When you need help with something, like a technical problem or a question about your studies, there are people and organizations ready to support you.

- من يقدم لنا خدمات الدعم؟
- عندما تحتاج إلى مساعدة في أمر ما، سواء كانت مشكلة تقنية أو سؤالاً عن دراستك، هناك أشخاص ومنظمات مستعدون لتقديم الدعم لك.

1 Educational Service Providers (ESPs):

They are organizations that provide educational services for students and teachers, They can provide.

1. books.
2. online training materials.

EX Online libraries such as.

1. Alexandrina library
2. EKB

BIBLIOTHECA ALEXANDRINA
مكتبة الإسكندرية

مقدمو الخدمة التعليمية: هي منظمات تقدم خدمات تعليمية، مثل التعلم عبر الإنترنت أو مواد تدريبية أو محتوى تعليمي، وتساعد المعلمين والطلبة على تنمية مهاراتهم التعليمية.

2 Customer Support Services:

They are the services provided by companies to help you solve problems or answer your inquiries.

خدمات دعم العملاء: هي الخدمات التي تقدمها الشركات لمساعدتك في حل المشكلات أو الإجابة عن استفساراتك.

Contacting Services Providers

1. Using email
2. Using chatbot

Unit 3

1 Email

» Email is a formal and professional way of communication.

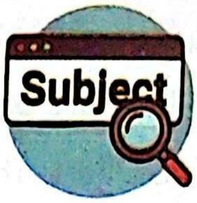
» It is the best choice when your problem needs a detailed explanation or when you need an official document.

« البريد الإلكتروني: • يُعد البريد الإلكتروني وسيلة رسمية ومهنية للتواصل.

• يُعد الخيار الأفضل عندما تحتاج المشكلة إلى شرح مفصَّل أو عندما تحتاج إلى وثيقة رسمية.

Important Tips for Writing a Good Email

1 Clear Subject:



» Write a clear and short subject to help the recipient know the content of the message.

EX *"Inquiry about the Content of the AI Lesson".*

① عنوان واضح:

• اكتب عنوانًا واضحًا وموجزًا يساعد المتلقي على معرفة محتوى الرسالة.

مثال: «استفسار عن محتوى درس الذكاء الاصطناعي».

2 Respect:

» Start the message with a formal and respectful greeting and finish it with your signature.

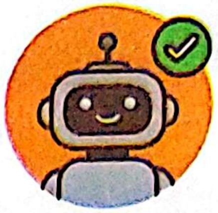
② الاحترام: ابدأ الرسالة بتحية رسمية ومحترمة، واختمها بتوقيعك.

3 Stating the Purpose:

» Clearly state why you are contacting and what information you need.

③ التعبير عن الغرض: اذكر بوضوح سبب تواصلك وما تحتاجه من معلومات.

2 Chatbot Windows (Chatbots)



- Sometimes when you browse a website, a small chat window appears and asks, *"Hello, how can I help you today?"*
- It These are called chatbots.

Chatbots

- They aren't real people; they are artificial intelligence (AI) computer programs.
- They are designed to respond to questions online

نوافذ الدردشة الآلية: ليست أفرادًا حقيقيين، بل هــي برامج تعمل بتقنيات الذكاء الاصطناعــي ومصمَّمة للرد على الأسئلة مباشرة عبر الإنترنت.

Advantages of chatbots

1 Speed:

- They give quick responses.
- If a real person is needed, the service provider usually replies within 24 hours.

1 السرعة: غالبًا ما تقدم إجابات سريعة، إذا كان هناك حاجة لشخص حقيقي، عادةً يرد مزود الخدمة خلال ٢٤ ساعة.

2 Accuracy:

- Chatbots are robots, not real people, So you should write your question clearly and accurately.
- If your questions are not clear, you will not receive accurate answers.

2 الدقة: • نظرًا لأنها روبوتات وليست أشخاصًا حقيقيين، فإنه ينبغي أن تتأكد من كتابة سؤالك بوضوح ودقة.
• إذا لم تكن أسئلتك واضحة؛ فلن تحصل على إجابات دقيقة.

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Other Ways of Communication

» In addition to email and chatbots, you can communicate with service providers through.

① Telephone: Speak directly with a support employee.

② Visiting support offices: Go to the organization's office to submit your request.

» بالإضافة إلى البريد الإلكتروني والدردشة، يمكنك التواصل مع مقدمي الخدمات من خلال:

① التواصل الهاتفي: التحدث مباشرة مع موظف الدعم.

② زيارة مكاتب الدعم: الذهاب إلى مقر المؤسسة لتقديم طلبك.

أهم الكلمات والمصطلحات

Customer Support Services	خدمات دعم العملاء	Educational service providers (ESPs)	مقدمو الخدمة التعليمية
Purpose	غرض	Formal	رسمي
Accuracy	دقة	Chatbots	نوافذ الدردشة
Inquiries	استفسارات	Support offices	مكاتب الدعم

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Exercises on Lesson 3

1 Choose the correct answer:

1. What is the name of the organizations that provide support to students and teachers in the field of education?
   a. Educational Service Providers (ESP)
   b. Public transportation services
   c. Retail companies
   d. Sports training centers
2. Online libraries such as .... are examples of Educational Service Providers.
   a. Google
   b. Alexandrina Library
   c. Social Media
   d. Microsoft
3. What is the importance of having a clear subject in an email message?
   a. To increase the size of the message
   b. To change the font color
   c. To help the recipient know the purpose of the message
   d. To add images
4. Educational Service Providers can provide students with ....
   a. books
   b. online training materials
   c. gaming software
   d. both a and b
5. What are the chat programs on websites that use artificial intelligence?
   a. Voice assistants
   b. Navigation applications
   c. Email
   d. chat windows (Chatbots)
6. When writing an email, you should write a .... subject to help the recipient.
   a. long and vague
   b. clear and short
   c. funny
   d. hidden
7. Why should your questions be accurate and clear when using a chat window?
   a. To reduce Internet usage
   b. To speed up the device
   c. To get accurate answers
   d. To stop your request completely

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8 What is the first step you should start with when writing the content of an email?

a. Starting with a formal and respectful greeting

b. Adding the attachments

c. Ending the message with your signature

d. Adding images

9 Chatbots are designed to respond to questions ....

a. via mail b. online c. through television d. none of them

10 Email is a .... way of communication.

a. Informal b. Random

c. Formal / professional d. Personal only

11 If your problem requires a very fast response, what is the best choice?

a. Sending a fax b. A traditional message via email

c. A chat window d. Making a phone call

12 What do chat windows use to understand users' questions?

a. Programs designed with AI b. Calculator

c. Hard disk drive d. Web browser

13 Chatbots are not real people; they are .... computer programs.

a. simple b. AI c. manual d. offline

14 Which part an email specify the purpose of your email?

a. Signature b. Greeting c. Content d. Subject

15 Mention one advantage of chat windows compared to email.

a. more formal b. Instant response

c. Suitable for explaining long problems d. Difficult to use

16 Small windows that appear on websites asking "How can I help you?" are called ....

a. chatbots b. viruses c. emails d. browsers

17 Besides email and chatbots, you can communicate through ....

a. Telephone b. visiting support offices

c. EKB d. both a and b

2 Put (✓) or (✗):

1. Alexandria digital library is an example of Educational Service Providers. (   )
2. 📖 The best way to get a detailed and professional explanation of a problem is email. (   )
3. Email is an informal way of communication used between friends only. (   )
4. Speed is one of the main advantages of using chatbots. (   )
5. In a professional email, you should clearly state the purpose of your contact. (   )
6. 📖 A chat window is the best way to communicate for complex problems. (   )
7. You should end your professional email with your signature (   )
8. 📖 Online reviews are helpful in evaluating the quality of a product before purchasing. (   )
9. Chatbots are real people who answer your inquiries. (   )
10. Email is the best choice when you need to send an official document. (   )
11. 📖 Social media messages is the best way to provide accurate and professional information. (   )
12. If your questions to a chatbot are not clear, you will not receive accurate answers. (   )
13. 📖 The most important part of an email that helps the recipient quickly know its purpose is the subject line. (   )
14. You cannot communicate with service providers through the telephone. (   )

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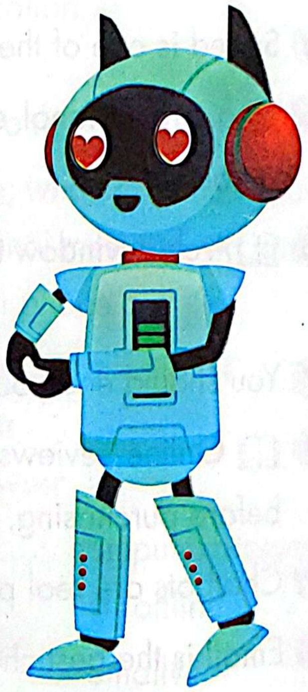
Play with PONY

Help the robot to decide which suitable contacting way (email OR chatbots):

- They are designed to respond to questions online.
- They aren't real people; they are artificial intelligence (AI) computer programs
- they give quick responses.

....



- It is important to be formal.
- It is the best choice when your problem needs a detailed .
- It should start with greetings.
- It should close with endings.

....

Lesson 4 Video Conferences

- Imagine you are talking to your friend or teacher, seeing and hearing them, but you are in different places.
- This is called a video conference.

تخيل أنك تتحدث مع صديقك أو معلمك وتراه وتسمعه، ولكن كل واحد منكما في مكان مختلف (تسمى هذه مؤتمرات الفيديو).

Video conferences

- They are tools that allow people in different places to communicate with each other using audio and video in real time.
- This is like face-to-face communication, but via the Internet, using cloud computing.

مؤتمرات الفيديو: هي أدوات تسمح للأشخاص في أماكن مختلفة بأن يتواصل بعضهم مع بعض باستخدام الصوت والصورة في الوقت الحقيقي، وهذا يشبه التواصل وجهًا لوجه، لكن عبر الإنترنت، ومن خلال الحوسبة السحابية.

Video Conferencing Tools

- Many organizations use video conferences for different purposes like study or work.
- Some of the most popular programs are:

1. Microsoft Teams
2. Google Meet
3. Zoom

تستخدم العديد من المنظمات مؤتمرات الفيديو لأغراض مختلفة مثل الدراسة أو العمل.

من أشهر البرامج المستخدَمة لذلك : Google Meet- Microsoft Teams- Zoom.

Steps for Using Video Conferences

» When you or your teacher wants to start a meeting or join one, there are simple steps to follow.

1 To create a Meet:

» Click on New Meeting.

» Then, click on the option:

1. Start a Meeting Instantly.
2. Create a Meeting for later.

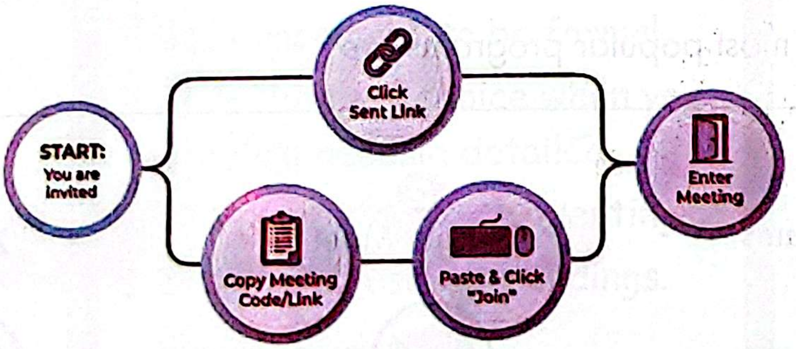
» Once you have created your meeting:

1. Copy the meeting link that Google provides.
2. Share it with the meeting participants.

2 To Join a Meet:

» To join a meeting that someone invited you to, you can do one of the following:

1. Click the link that was sent to you.
2. Copy the meeting code or link , paste it in the right place, then click the "Join" button.



» الانضمام إلى اجتماع:

• للانضمام إلى اجتماع دعاك إليه شخص آخر، فإنه يمكنك القيام بأحد أمرين:

1. الضغط على الرابط الذي تم إرساله إليك مباشرةً.
2. نسخ رمز الاجتماع أو الرابط، ولصقه في المكان المخصص، ثم النقر على زر «الانضمام».

Rules of video conference

» Follow these tips to have a successful and effective meeting:

1 Before the Conference:

» Check the Technology: Make sure the Internet, camera, and microphone are working properly.

» This help you avoid technical problems during the meeting.

① قبل المؤتمر: تأكد من التقنية، تأكد من أن كلًّا من الإنترنت والكاميرا والميكروفون يعمل بصورة صحيحة؛ فإن هذا يساعدك على تجنب المشكلات التقنية أثناء الاجتماع.

2 During the Conference:

» Manage Audio and Video:

- Click the microphone icon to mute or unmute.
- Click the camera icon to turn the video on or off

» Be calm and respectful:

- Make sure that your behavior is appropriate for the meeting.
- Monitor your notes on the screen.
- Only use your camera or microphone when needed.

② • أثناء المؤتمر: إدارة الصوت والفيديو: اضغط على أيقونة الميكروفون لكتم الصوت أو تشغيله، وعلى أيقونة الكاميرا لتشغيل الفيديو أو إيقافه.

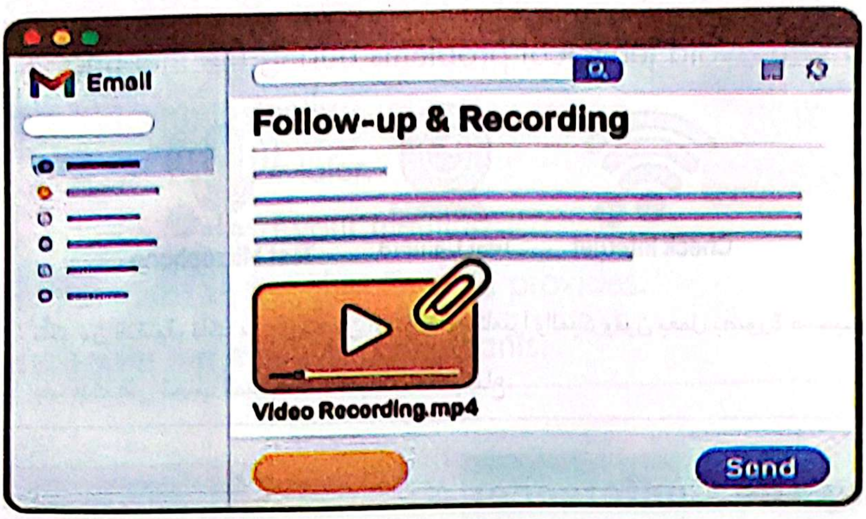
• الهدوء والاحترام: تصرف بطريقة مناسبة، راقب ملاحظاتك على الشاشة، ولا تستخدم الكاميرا أو الميكروفون إلا عند الضرورة.

Unit 3

3 After the Conference:

Follow-up and Recording:

- You can send a follow-up email.
- if the meeting was recorded, you can attach the recording to your email.



3 بعد المؤتمر:

المتابعة والتسجيل: يمكنك إرسال بريد إلكتروني للمتابعة، إذا تم تسجيل الاجتماع، يمكنك إرفاق التسجيل مع البريد الإلكتروني.

أهم الكلمات والمصطلحات			
Video Conference	مؤتمر فيديو	Cloud computing	الحوسبة السحابية
instant meeting	اجتماع فوري	Via	عبر
designated field	الخانة المخصصة	Join	ينضم
technical problems	مشكلات تقنية	Follow up	متابعة
Disrupt	يعطل	Monitor	راقب

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Exercises on Lesson 4

1 Choose the correct answer:

1. Video conferences allow communication through .... between people in different places.
   - a. text messages only
   - b. Still images only
   - c. Audio and video at the same time
   - d. Email
2. .... is a popular program used for video conferencing.
   - a. Microsoft Teams
   - b. Google Meet
   - c. Zoom
   - d. all of them
3. Video conferencing is like face-to-face communication but uses ....
   - a. cloud computing
   - b. flash memory
   - c. library catalogs
   - d. none of them
4. What is the first step to create a new video meeting?
   - a. Sending an email
   - b. Click "End Call" option
   - c. Sharing the screen
   - d. Click "New Meeting" option
5. What should you do before joining a conference to avoid technical problems?
   - a. Eating breakfast
   - b. Check Internet, camera, and microphone
   - c. Writing a long message
   - d. Updating the operating system
6. To join a current meeting, what do you need from the person who created the meeting?
   - a. Your street name
   - b. Phone number
   - c. Email address
   - d. Meeting link or joining code

7. What is the technological environment in which video conferences take place and allows the use of applications remotely?
   a. Memory card
   b. Personal computer
   c. Cloud computing
   d. Hard disk

8. Video conferences allow you to communicate in the ....
   a. Same Time
   b. next day
   c. Last week
   d. Next month

9. When joining an online meeting, but you don't have the link, which of the following do you need?
   a. Your email address
   b. Meeting code
   c. Username
   d. Phone number

10. After the meeting, you can send a .... to the participants.
   a. meeting code
   b. follow-up email
   c. new link
   d. camera icon

11. What is the process that enables you to obtain a copy of the meeting after it ends?
   a. Instant messaging
   b. Joining the meeting
   c. Screen sharing
   d. Conference recording

12. Video conferences happen in ...., meaning communication is live.
   a. real time
   b. the past
   c. offline mode
   d. written format

13. What is the function of the "Join" button in video conferencing programs?
   a. Entering the meeting
   b. Creating a new link
   c. Turning off the camera
   d. Screen sharing

14. One of the rules to follow during the conference is to ....
   a. create a link
   b. check the internet
   c. be calm and respectful
   d. invite friends

15. .... is a digital tool used in video conferencing to record written notes.
   a. Presentations
   b. Chat
   c. Camera
   d. Audio recording

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2 Put (✓) or (✗):

1. Video conferences allow communication only through text. ( )
2. 📖 To create a new meeting, click "New Meeting" option. ( )
3. You can join a meeting by clicking a link sent to you. ( )
4. You should check your technology after the conference is finished. ( )
5. Google Meet, Zoom, and Microsoft Teams are popular conferencing tools. ( )
6. 📖 If you are a participant in a meeting, you should turn off your camera and microphone when you are not using them. ( )
7. Clicking the camera icon allows you to turn your video on or off. ( )
8. You do not need an internet connection to use Google Meet. ( )
9. It is important to be calm and respectful during a video conference. ( )
10. 📖 Instant chat allow written communication during the conference. ( )
11. You should keep your microphone always on during a meeting. ( )
12. 📖 email sent after the conference is called a follow-up email. ( )
13. Video conferences is like face-to-face communication using cloud computing. ( )
14. Muting the microphone means people can still hear you. ( )
15. A follow-up email can include a recording of the meeting. ( )
16. 📖 Inappropriate behavior during a video conference is unacceptable and should be avoided. ( )

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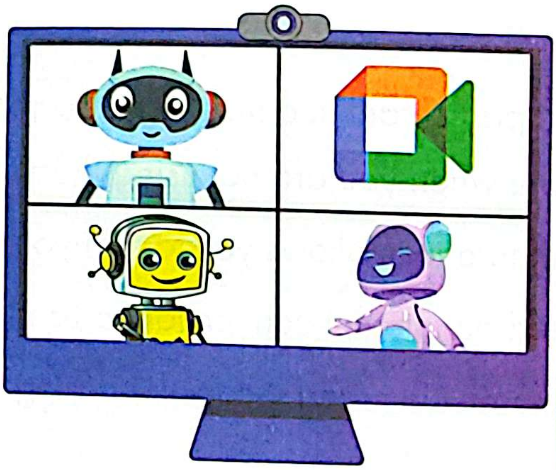
Play with PONY

Help the robot in his first virtual meeting on google meet by: True or False?



- There is no need to check the connection before a video call. ☐
- Participants can see you if you turn off your camera. ☐
- You can join a meeting by entering the invite link. ☐
- You should mute your mic when you are not speaking. ☐
- You can turn off camera by clicking on the icon again. ☐
- You can't include a summary of a meeting in your follow-up Email. ☐
- Sending a follow up Email after a video conference is necessary. ☐
- Google meet is a video conferencing platform. ☐

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Test Yourself on Lessons 3&4

1 Choose the correct answer:

1. When writing an email, you should write a .... subject to help the recipient.
   a. long and vague b. clear and short c. funny d. hidden
2. Video conferencing is like face-to-face communication that uses ....
   a. cloud computing b. flash memory
   c. library catalogs d. none of them
3. 📖 Which part an email specify the purpose of your email?
   a. Signature b. Greeting c. Content d. Subject
4. .... is a popular program used for video conferencing.
   a. Microsoft Teams b. Google Meet c. Zoom d. all of them
5. Chatbots are not real people; they are .... computer programs.
   a. simple b. AI c. manual d. offline
6. 📖 Video conferences allow you to communicate in the ....
   a. Same Time b. next day c. Last week d. Next month
7. .... are the organizations that provide support to students and teachers in the field of education.
   a. Educational Service Providers (ESP) b. Public transportation services
   c. Retail companies d. Sports training centers

2 Put (✓) or (✗):

1. 📖 The best way to get a detailed and professional explanation of a problem is email. (   )
2. Clicking the camera icon allows you to turn your video on or off. (   )
3. You cannot communicate with service providers through the telephone. (   )
4. 📖 To create a new meeting, click "New Meeting" option. (   )
5. 📖 Social media messages is the best way to provide accurate and professional information. (   )
6. A follow-up email can include a recording of the meeting. (   )
7. You should check your technology after the conference is finished. (   )
8. 📖 Instant chat allow written communication during the conference. (   )

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Lesson 5 Programming Languages and Digital Problem Solving

- Computers don't understand human language, so we use special languages to Communicate with them:
- These languages are called Programming languages.

الكمبيوتر لا يفهم لغة البشر؛ لذلك نستخدم لغات خاصة للتواصل معه، هذه اللغات تُسمى لغات البرمجة.

Programming languages

They are a set of rules and symbols that we use to give clear instructions to computer programs.

- **لغات البرمجة**: هي مجموعة من القواعد والرموز التي نستخدمها لإعطاء تعليمات واضحة لبرامج الكمبيوتر.

The Most Popular Languages on the web

1 HyperText Markup Language (HTML):

- HTML is used to build the structure of web pages.
- Think of it as the bones that give the web page its shape.

① **لغة ترميز النص التشعبي**: تُستخدم لغة HTML لبناء هيكل صفحات الويب؛ فهي تعد الجوهر أو الأساس الذي يعطي صفحة الويب شكلها.

2 JavaScript:

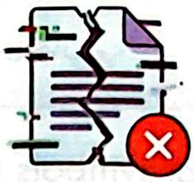
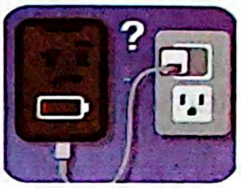
- JavaScript is used to create interactive and dynamic web pages, such as moving buttons or pop-up windows.
- It adds "life" to the page

② **جافا سكريبت**: تستخدم هذه اللغة لإنشاء صفحات تفاعلية وديناميكية، مثل الأزرار التي تتحرك أو النوافذ التي تظهر. إنها تضيف «الحياة» إلى الصفحة.

Common Digital Problems and solution

» In the world of technology, it's normal to face some problems.

» Let's see how to solve the most common problems.

The Problem	Suggested Solutions (Steps)
❶ Corrupted file  ملف تالف	❶ Make sure the file represents what you expect. ❷ Try opening it using a different program. ❸ If you are sure the file is corrupted, delete it to avoid problems. ❶ تأكد من أن الملف يمثل ما تتوقعه. ❷ حاول فتحه ببرنامج آخر. ❸ إذا تأكدت من تلفه، قم بحذفه لتجنب المشكلات.
❷ The Device Does Not Charge  جهاز لا يشحن	❶ Make sure the charging cable is working properly. ❷ Make sure that the power socket or power adapter is working. ❸ If the battery is the problem, you may need to replace it. ❶ تأكد من أن كابل الشاحن يعمل بشكل سليم. ❷ تأكد من أن مقبس الكهرباء أو منظم التيار يعمل. ❸ إذا كانت المشكلة من البطارية، قد تحتاج إلى استبدالها.
❸ Forgetting the Password نسيان كلمة المرور	❶ Click on the "Forgot Password" link. ❷ Follow the steps to create a strong password. ❶ انقر على رابط «نسيت كلمة المرور». ❷ اتبع الخطوات لإنشاء كلمة مرور قوية.

④ Ways to Save Files طرق حفظ الملفات	① It's a good idea to make a backup of your files. ② You can save the file on: ⓐ external drive. ⓑ a cloud storage like Google Drive or OneDrive (preferable). ① الأفضل عمل نسخة احتياطية من ملفاتك. ② يمكنك حفظ الملف على: • قرص خارجي. • خدمة تخزين سحابية مثل Google Drive أو OneDrive (يفضل هذا الخيار).
④ Undeletable file ملف لا يحذف	• Check if the file name contains special symbols that prevent it from being deleted. • تأكد من أن اسم الملف لا يحتوي على رموز خاصة تمنع حذفه.

NOTE:

» Cloud storage allows you to store files on the Internet.

• التخزين السحابي يتيح لك حفظ الملفات على الإنترنت.

أهم الكلمات والمصطلحات

Programming languages	لغات البرمجة	Interactive	تفاعلي
Structure	بناء	Corrupted	تالف
working properly	يعمل بشكل سليم	Undeletable	غير قابل للحذف
Recycle Bin	سلة المهملات	special symbo	رمز مميز

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Exercises on Lesson 5

1 Choose the correct answer:

1. Programming languages are a set of .... used to give clear instructions to computer programs.
   a. humans and machines   b. rules and symbols
   c. wires and cables   d. power sockets

2. Which programming language is used to create the basic structure of web pages?
   a. JavaScript   b. Palnt   c. HTML   d. None of them

3. To solve the problem of a ...., you can try opening it using a different program
   a. forgotten password   b. corrupted file
   c. broken charger   d. wireless network

4. If your device is not charging, what is the first thing you should check?
   a. Device volume   b. Today's date
   c. Internal battery   d. Charging cable or power socket

5. Which language is used to add interaction and movement to web pages?
   a. HTML   b. JavaScript   c. Python   d. CSS

6. What is the best option to protect files from permanent loss?
   a. Saving the file in the Recycle Bin
   b. Saving the file on the desktop
   c. Saving the file on a USB drive
   d. Saving the file on cloud storage

7. Think of .... as the bones that give the web page its shape.
   a. HTML   b. JavaScript   c. External drive   d. Power adapter

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8 What is the final action that should be taken if all solutions failed to fix a corrupted file?

a. Trying to open it with different programs
b. Deleting the corrupted file
c. Sending the file to a friend
D. Restart the device

9 JavaScript is used to create .... web pages, such as moving buttons

a. static
b. dynamic
c. wired
d. corrupted

10 Programming languages are sets of codes and rules that give .... to the computer.

a. Instructions (or commands)
b. still images
c. Songs
d. Text files

11 What is a file called when it does not work properly?

a. Normal file
b. Corrupted file
c. Saved file
d. Temporary file

12 It is a good idea to make a .... of your files to keep them safe.

a. symbol
b. backup
c. pop-up
d. bone

13 HTML builds the structure of a web page. What does JavaScript create on the page?

a. Structure only
b. special symbols
c. Interactivity and movement
d. Text only

14 What type of storage allows you to save your files on the Internet?

a. Cloud storage
b. Recycle Bin
c. Internal hard disk
d. External hard disk

15 Computers communicate using .... because they don't understand human language.

a. human language
b. charging cables
c. power adapters
d. programming languages

16 In your opinion, why should passwords be strong and unique?

a. To protect the account from hacking

b. To make them easy to remember

c. To be short

d. To make sharing with others easier

17 Google Drive and OneDrive are examples of ....

a. programming languages

b. cloud storage

c. corrupted files

d. web structures

2 Put (✓) or (✗):

1. Computers can understand human language directly. ( )
2. Programming languages are a set of rules and symbols. ( )
3. HTML gives the web page its shape and structure. ( )
4. JavaScript is used to create static web pages only. ( )
5. Cloud storage like One Drive is a preferable way to save files. ( )
6. When you forget your password, you should delete the account and create another one. ( )
7. If the message "File is corrupted" appears, you should try opening it using another program. ( )
8. It is not necessary to make a backup of your important files. ( )
9. Checking the power socket is a suggested step if your device does not charge. ( )
10. The best way to protect files from permanent loss is to save them on cloud storage. ( )
11. JavaScript adds "life" to the page by creating pop-up windows. ( )
12. When you forget a password, you should guess it until it works. ( )
13. If your device battery is the problem, you may need to replace it. ( )
14. If a file won't delete, check if it contains special symbols. ( )
15. External drives are the only way to save backups of your files. ( )

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Play with PONY

Help the robot to solve the following common digital problems.

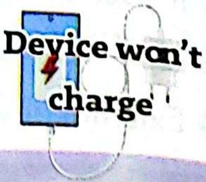
1. Try opening it using a different program. — **a** ◯

2. Make sure that the power socket or power adapter is working. — **b** ◯

3. Check if the file name contains special symbols. — **c** ◯

4. Click on the "Forgot Password" link. — **d** ◯

5. make a backup of your files using external drive or cloud storage. — **e** ◯



Lesson 6 Image Editing

- Do you have a photo that is too bright or unnatural color?
- Don't worry, you can fix it!

هل لديك صورة التقطتها وظهر فيها ضوء قوي أو لون غير طبيعي؟

لا تقلق يمكنك إصلاح ذلك.

Image editing:

- It is the changing and modifying images to make them look better or more attractive.
- The goal may be to fix mistake in an image or to make it look professional for presentation.

- تحرير الصور: هو تغيير الصور وتعديلها لجعلها تبدو أجمل وأكثر جاذبية.
- قد يكون الهدف هو تصحيح خطأ في الصورة أو جعلها تبدو احترافية للعرض.

Image Editing Programs

- We use powerful programs to edit images such as GIMP.
- GIMP is an abbreviation for GNU Image Manipulation Program

- برامج تحرير الصور: نستخدم برامج قوية لتحرير الصور مثل GIMP

Features of GIMP

- It is powerful program.
- It is a free program
- It is open-source program that anyone can use and modify its tools.
- You can download it directly from the Internet.

مميزات GIMP:

- برنامج قوي جدًّا.
- برنامج مجاني.
- برنامج مفتوح المصدر يمكن لأي شخص استخدامه وتعديل أدواته.

يمكنك تحميله مباشرة من الإنترنت.

Unit 3

What Can We Do in Image Editing?

» Image editing allows us to:

ماذا يمكننا أن نفعل في تحرير الصور؟ تحرير الصور يسمح لنا بـ:

1 Correct flaws:

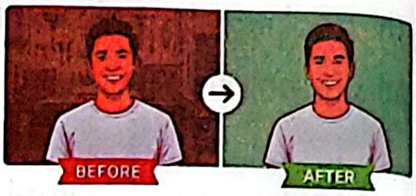
» You can restore original colors of an image
» You can remove excessive camera light.

« تصحيح الشوائب:

• يمكنك إعادة الألوان الأصلية للصورة.
• يمكنك إزالة الضوء الزائد من الكاميرا.

2 Change Colors:

» You can change the background color of an image or a video.
» EX you can change the color of a video frame to make it smoother.

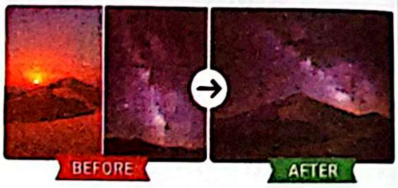


« تغيير الألوان:

• يمكنك تغيير لون خلفية صورة أو الفيديو.
• على سبيل المثال، يمكنك تغيير لون لقطة الفيديو ليصبح أكثر سلاسة.

3 Merge Images (blending):

» You can combine two different images to become one image, which is useful in creating presentations

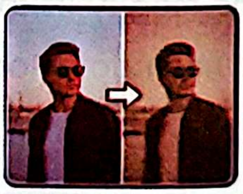


« دمج الصور:

• يمكنك دمج صورتين مختلفتين لتصبحا صورة واحدة؛ مما يفيد في إنشاء عروض تقديمية.

4 Special Effects (Filters):

» You can use filters to make the image look old or to add special effects such as motion blur.



« المؤثرات الخاصة (الفلاتر):

• يمكنك استخدام الفلاتر لجعل الصورة تبدو قديمة أو لإضافة مؤثرات خاصة مثل ضبابية الحركة.

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AI Helps You in Image Editing!

- Modern image editing programs like GIMP use artificial intelligence to help you
- Color Adjustment: Artificial intelligence learns how to adjust the colors of an image so that only the colors you need appear.

الذكاء الاصطناعي يساعدك في تحرير الصور:

- برامج تحرير الصور الحديثة مثل GIMP تستخدم الذكاء الاصطناعي لمساعدتك.
- تعديل الألوان: يتعلم الذكاء الاصطناعي كيفية تعديل ألوان الصورة بحيث تظهر فقط الألوان التي تحتاجها.

أهم الكلمات والمصطلحات

Image editing	تحرير الصور	abbreviation	اختصار
powerful programs	برامج قوية	open-source	مفتوح المصدر
flaws	الشوائب	Merging Images	دمج الصور
motion blur	ضبابية الحركة	combine	تدمج

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Exercises on Lesson 6

1 Choose the correct answer:

1. What is the main goal of photo editing?
   a. editing images and making them more attractive
   b. Reducing image clarity
   c. Making images look old
   d. Increasing the file size

2. GIMP is an abbreviation for .... Image Manipulation Program.
   a. General
   b. GNU
   c. Global
   d. Google

3. What is the name of the process that makes two different images appear as one image in a presentation?
   a. Color correction
   b. Changing the background
   c. merging images
   d. Cropping the image

4. Modern image editing programs use .... to help users.
   a. Artificial Intelligence
   b. manual tools only
   c. Wi-Fi
   d. IoT

5. One of the features of GIMP is that it is ....
   a. very expensive
   b. open-source
   c. hard to find
   d. not powerful

6. What is the role of artificial intelligence in photo editing programs?
   a. Deleting old files
   b. Printing the image
   c. Organizing and customizing colors
   d. Increasing resolution

7. Through image editing, you can restore .... of an image.
   a. original colors
   b. the name
   c. the date
   d. the location

8. Why is GIMP considered an "open-source" program?
   a. Because it is free
   b. Because it allows users to modify and develop its tools
   c. Because it is used only with the Internet
   d. Because it does not require installation

9. Motion blur is an example of ....

a. LAN
b. merging
c. correcting flaws
d. special effects

10. 📖 Which of the following is a flaw in an image and can be fixed by editing?

a. excessive camera light
b. Slow Internet
c. Video volume is low
d. Difficulty in typing

11. 📖 Enhancing photos means corrects .... and restoring original colors

a. Background
b. Lighting
c. flaws
d. Size

12. 📖 If you want to make your image look old or have motion blur, what can you use?

a. Text editing
b. Color organization
c. Special effects (Filters)
d. Background correction

13. 📖 Besides editing, what can you do with images to use them in presentations?

a. Merge images
b. Increase Internet speed
c. Change text color
d. Write comments

14. To remove excessive camera light, we use ....

a. scanners
b. printers
c. image editing
d. none of them

15. 📖 What is required from user who wants to use GIMP?

a. take time to learn and practice
b. Purchase the program
c. Be a professional Graphic designer
d. Have a fast Internet connection

16. 📖 What is the name of the tool used to add special effects to images in photo editing programs?

a. Colors
b. Filters
c. Attachments
d. Shapes

2 Put (✓) or (✗):

1. GIMP is a powerful program for image editing. ( )
2. Image editing makes images look professional for presentations. ( )
3. GIMP is an abbreviation for GNU Image Manipulation Program. ( )
4. 📖 To make an image look like it is moving or has motion blur, we use special effects (filters). ( )
5. You have to pay money to use GIMP. ( )
6. 📖 Two images can be merged into one through photo editing. ( )
7. Artificial intelligence does not help in image editing. ( )
8. Open-source programs allow anyone to modify their tools. ( )
9. 📖 The role of artificial intelligence in photo editing programs is to organize and customize colors. ( )
10. GIMP is a closed-source program that no one can modify. ( )
11. Modern editing programs use AI to help adjust image colors. ( )
12. 📖 Microsoft Word is the popular program used as an alternative of GIMP ( )
13. Changing a video frame color can make it smoother. ( )
14. You can change the background color of an image ( )
15. You cannot make a new photo look old using GIMP. ( )
16. Motion blur is a type of special effect. ( )
17. 📖 If there is a flaw in an image because of too much light from the camera, photo editing can correct it. ( )

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Play with PONY

All About Me

This is me.

Photo editing software– Blending- filters –Retouching – free–open source.

Using the " .... " feature, you can combine two images.

I am a .... alternative to Adobe Photoshop.

By ....feature, you can correct flaws in photo.

My name is ....

You can use ....to add special effects to images.

I am an .... software.

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Test Yourself on Lessons 5&6

1 Choose the correct answer:

1. Which programming language is used to create the basic structure of web pages?
   a. JavaScript b. Java c. HTML d. Python
2. To remove excessive camera light, we use ....
   a. scanners b. printers c. image editing d. none of them
3. What is a file called when it does not work properly?
   a. Normal file b. Corrupted file
   c. Saved file d. Temporary file
4. Modern image editing programs use .... to help users.
   a. Artificial Intelligence b. manual tools only
   c. Wi-Fi d. IOT
5. ....are a set of rules and symbols used to give clear instructions to computer programs.
   a- Images b. Text files
   c. Songs d- Programming languages
6. What is the name of the tool used to add special effects to images in photo editing programs?
   a. Colors b. Filters c. Attachments d. Shapes
7. JavaScript is used to create .... web pages, such as moving buttons.
   a. static b. dynamic c. wired d. corrupted

2 Put (✓) or (✗):

1. Microsoft Word is the popular program used as an alternative of GIMP ( )
2. It is not necessary to make a backup of your important files. ( )
3. You can change the background color of an image ( )
4. When you forget a password, you should guess it until it works. ( )
5. Motion blur is a type of special effect. ( )
6. Checking the power socket is a suggested step if your device does not charge. ( )
7. GIMP is a closed-source program that no one can modify. ( )
8. If a file won't delete, check if it contains special symbols. ( )

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Play with PONY

Answer the (true) or (false) questions.

1. Answer the true or false questions. When you finish all the questions in a column, cross out the matching color letter from 'PONY.'

2. After completing all columns, say 'PONY' and raise your hand.

P	O	N	Y
1. Email filters suggest social media connections. ( )	2. GIMP is a free, open-source photo editor. ( )	3. The Egyptian Knowledge Bank is an ESP. ( )	4. Static content changes with user interactions. ( )
5. Stocks represent ownership in a company. ( )	6. AI tools should only benefit a selected group of users. ( )	7. Online reviews are always reliable. ( )	8. Chatbots are real people responding to questions. ( )
9. Microsoft Teams is a video conferencing platform. ( )	10. Mute your mic when speaking. ( )	11. All deleted files are permanently lost. ( )	12. GIMP is a word processing program like Microsoft Word. ( )

Lesson 1 Artificial Intelligence and Ethics of Its Use

» **Artificial Intelligence (AI):**

It is a technology that enables machines to use human-like traits, such as logic, to solve problems.

» Artificial Intelligence depends on algorithms, which are a set of detailed steps that tells the computer what to do, like recipes that help machines learn and solve problems.

» **Some Artificial Intelligence Tools:**

1. Facial Recognition: used to verify identity and unlock phone. Ex; Smartphones.
2. Voice Assistants: Digital robots which respond to voice commands and answer questions. Ex;Siri or Alexa.
3. Email Filters: prevent dangerous or unwanted or malicious mail from reaching your inbox. Ex; Email inbox.
4. Language Processing Tools: help users formulate writings write and send emails and messages. Ex: Search tools and electronic writing tools.
5. Chat Windows: automatically respond to you using chatbots. Ex; Customer service on websites.

» **Using Artificial Intelligence Responsibly and Ethically:**

1. Inclusiveness: AI tools must benefit and include all users not only a specific group.
2. Unbiased: AI decisions must be based on facts, not opinions or personal views.
3. Protectiveness (Privacy): The privacy and security of users' data must be considered.

4. Benefit: AI tools should be used to help society and make it better, not to achieve harmful personal gains or cheating others.
5. Responsibility: Designers should admit and correct mistakes made by AI tools.
6. Transparency: AI designers clearly explain how AI tools work.

Lesson 2 Online Shopping and Investment: How Do We Choose the Best?

E-commerce:

It is the process of buying and selling products and services online.

Research Tools:

1. Smart Search Engines:

   When searching for a specific product online, search engines use artificial intelligence to analyze your previous data, to provide:

   Suggestions that match your preferences and results of the most suitable products or the fastest delivery.

2. Comparison Websites:

   Help you when buying products by: Comparing many products in one place, and Evaluating quality, price, and features.

3. Online Reviews:

   Reviews help you evaluate the quality of the product and service before purchasing.

Consumer reviews:

- opinions of users, friends, or family online.

Stocks and Bonds:

- Stocks (Shares): Equal parts into which the ownership of a company is divided.
- When you buy stocks in a company, you become a partner owning a small part of that company.
- When you buy bonds, you lend the company a sum of money.

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- We invest in stocks and bonds, To support companies that offer something good, or To make profit (Investors earn money from the profits or interest).
- It is important to invest in companies that follow ethical principles.
- To ensure this, we should review the official companies websites and reviews from reliable sources.

Lesson 3 Digital Communication

① Educational Service Providers (ESPs):

- They are organizations that provide educational services for students and teachers,
- They can provide: Books and Online training materials.

Examples: Online libraries such as: Alexandrina library & EKB

② Customer Support Services:

- They are the services provided by companies to help you solve problems or answer your inquiries.

Contacting Services Providers:

① Email:

- Email: is a formal and professional way of communication
- It is the best choice when your problem needs a detailed explanation or when you need an official document

Important Tips for Writing a Good Email:

① **Clear Subject:** Write a clear and short subject

② **Respect:** Start with a formal and respectful greeting and finish it with your signature.

③ **Stating the Purpose:** Clearly state why you are contacting and information you need.

② Chatbot Windows (Chatbots):

- Chatbots: they are AI computer programs; designed to respond to questions online.

Advantages of chatbots:

1. Speed:
   - They give quick responses.
   - The service provider replies within 24 hours, if a real person is needed.
2. Accuracy:
   - You should write your question clearly and accurately.
   - If your questions are not clear, you will not receive accurate answers.

Other Ways of Communication:

1. Telephone: Speak directly with a support employee.
2. Visiting support offices: Go to the organization's office to submit your request.

Lesson 4 Video Conferences

Video conferences:

- They are tools that allow people in different places to communicate with each other using audio and video in real time, via the Internet, using cloud computing.

Video Conferencing Tools:

1. Microsoft Teams
2. Google Meet
3. Zoom

Steps for Using Video Conferences:

1. To create a Meet:
   - Click on New Meeting.
   - Then click on the option: Start a meeting instantly, or to create a meeting for later.
   - Once you have created your meeting, copy the meeting link that Google provides.
   - Share it with the meeting participants.
2. To join a Meet, there are two ways you can join a meeting:
   - Click the link that was sent to you. Or
   - Copy the meeting code or link , paste it in the right place, then click the "Join" button.

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Rules of video conference:

① Before the Conference:

- Check the Technology: Make sure the Internet, camera, and microphone are working properly, to avoid technical problems during the meeting.

② During the Conference:

- Manage Audio and Video:
  1. Click the microphone icon to mute or unmute.
  2. Click the camera icon to turn the video on or off.
- Be calm and respectful:
  1. Make sure that your behavior is appropriate for the meeting.
  2. Monitor your notes on the screen.

③ After the Conference:

- You can send a follow-up email.
- Attach the recording to your email, if the meeting was recorded.

Lesson 5 Programming Languages and Digital Problems Solving

Computers don't understand human language, so we use special languages to communicate with them (programming languages).

Programming languages:

They are a set of rules and symbols that we use to give clear instructions to computer programs.

The Most Popular Languages on the Web

① Hyper Text Markup Language (HTML):

- HTML is used to build the structure of web pages
- It give the web page its shape.

② JavaScript:

- JavaScript is used to create interactive and dynamic web pages, such as moving buttons or pop-up windows.
- It adds "life" to the page.

Common Digital Problems and solution

The Problem	Suggested Solutions (Steps)
❶ Corrupted File	① Make sure the file represents what you expect. ② Try opening it using a different program. ③ If you are sure the file is corrupted, delete it.
❷ The Device Does Not Charge	① Make sure the charging cable is working properly. ② Make sure that the power socket or power adapter is working. ③ If the battery is the problem; you may need to replace it.
❸ Forgetting the Password	① Click on the "Forgot Password" link. ② Follow the steps to create a strong password.
❹ Ways to Save Files	• Make a backup of your files on : ① external drive ② a cloud storage like Google Drive or OneDrive.
❺ Undeletable file	• Check if the file name contains special symbols that prevent it from being deleted.

Lesson 6 Image Editing

» Image editing:

- It is the changing and modifying images to make them look better or more attractive.

» It may be to fix mistake in an image or to make it look professional for presentation.

» Image Editing Programs:

- such as GIMP which is abbreviation for GNU Image Manipulation Program.

SUMMARY of Unit 3

Features of GIMP

- It is powerful program.
- It is a free program.
- It is open-source program that anyone can use and modify its tools.
- You can download it directly from the Internet.

Image editing allows us to:

① Correct flaws:

- Restore original colors of an image or remove excessive camera light.

② Change Colors:

- Change the background color of an image or a video.
- EX; Make the color of a video frame smoother.

③ Merge Images (blending):

- Combine two different images to become one image (useful in creating presentations).

④ Special Effects (Filters):

- Use filters to make the image look old or to add special effects such as د.

Modern image editing programs like GIMP use artificial intelligence.

- Color Adjustment: AI learns how to adjust the colors of an image so that only the colors you need appear.

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Revision on Unit 3 The Digital Citizen in the Online World

Model Exam 1

1 Choose the correct answer:

1. Which of the following is a flaw in an image and can be fixed by editing?
   a. excessive camera light b. Slow Internet
   c. Video volume is low d. Difficulty in typing
2. It is a good idea to make a .... of your files to keep them safe.
   a. symbol b. backup c. pop-up d. bone
3. What gives you a part of ownership in a company?
   a. Bonds b. Sukuk c. Shares d. Coupons
4. After the meeting, you can send a .... to the participants.
   a. meeting code b. follow-up email
   c. new link d. camera icon
5. Email is a .... way of communication.
   a. Informal b. Random c. Formal d. Personal only
6. .... is used to verify your identity and unlock your smartphone .
   a. email filter b. Siri
   c. chat bots d. Facial Recognition
7. JavaScript is used to create .... web pages, such as moving buttons
   a. static b. dynamic c. wired d. corrupted

2 Put (✓) or (✗):

1. Google Meet, Zoom, and Microsoft Teams are popular conferencing tools. ( )
2. GIMP is a powerful program for image editing. ( )
3. Computers can understand human language directly. ( )

4. Speed is one of the main advantages of using chatbots. ( )
5. The principle of transparency requires that the tool designer be ready to explain how it works. ( )
6. Video conferences allow communication only through text. ( )
7. To make an image look like it is moving or has motion blur, we use special effects (filters). ( )
8. "Green Companies" are those that focus on increasing pollution to make profit. ( )

Model Exam 2

1 Choose the correct answer:

1. What ethical principle ensuring that society benefits from artificial intelligence?
   a. Benefit. b. Transparency
   c. Responsibility. d. Justice.
2. What type of storage allows you to save your files on the Internet?
   a. Cloud storage b. Recycle Bin
   c. Internal hard disk d. External hard disk
3. One of the features of GIMP is that it is ....
   a. very expensive b. open-source
   c. hard to find d. not powerful
4. What do smart search engines use to provide personalized suggestions and classify products according to what you like?
   a. Font size b. Artificial intelligence
   c. Page design d. Calculator

5. To join a current meeting, what do you need from the person who created the meeting?
   a. Your street name
   b. Phone number
   c. Email address
   d. Meeting link or joining code

6. The thing that artificial intelligence relies on to learn and solve problems is called ....
   a. Records.
   b. Algorithms.
   c. Clouds.
   d. Metadata.

7. Mention one advantage of chat windows compared to email.
   a. A more formal
   b. Instant response
   c. Suitable for explaining long problems
   d. Difficult to use

2 Put (✓) or (✗):

1. If there is a flaw in an image because of too much light from the camera, photo editing can correct it. (   )
2. External drives are the only way to save backups of your files. (   )
3. Inappropriate behavior during a video conference is unacceptable and should be avoided. (   )
4. Alexandria digital library is an example of Educational Service Providers. (   )
5. Programming languages are a set of rules and symbols. (   )
6. Artificial intelligence does not help in image editing. (   )
7. AI tools should be used to make society better. (   )
8. If you buy bonds, you become a partner in the company ownership. (   )

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Model Exam 3

1 Choose the correct answer:

1. To solve the problem of a ...., you can try opening it using a different program
   a. forgotten password
   b. corrupted file
   c. broken charger
   d. wireless network

2. One of the features of GIMP is that it is ....
   a. very expensive
   b. open-source
   c. hard to find
   d. not powerful

3. Small windows that appear on websites asking "How can I help you?" are called ....
   a. chatbots
   b. viruses
   c. emails
   d. browsers

4. Video conferences happen in ...., meaning communication is live.
   a. real time
   b. the past
   c. offline mode
   d. written format

5. Besides editing , What can you do with images to use them in presentations?
   a. Merge images
   b. Increase Internet speed
   c. Change text color
   d. Write comments

6. If artificial intelligence collects your personal information, it must apply the principle of ....
   a. Inclusiveness.
   b. Transparency.
   c. Accuracy
   d. Privacy

7. A person who buys goods and services is called ....
   a. Designer
   b. Programmer
   c. Consumer
   d. none of them

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2 Put (✓) or (✗):

1. Image editing makes images look professional for presentations. (   )
2. Muting the microphone means people can still hear you. (   )
3. 📖 The best way to protect files from permanent loss is to save them on cloud storage. (   )
4. Ethical investment means supporting companies that harm the environment. (   )
5. 📖 It is ethical to ignore the data of a specific group of people when training AI tools. (   )
6. You should end your professional email with your signature (   )
7. 📖 JavaScript is used to create static web pages only. (   )
8. Video conferences is like face-to-face communication using cloud computing. (   )

Model Exam 4

1 Choose the correct answer:

1. Google Drive and OneDrive are examples of ....
   a. programming languages b. cloud storage
   c. corrupted files d. web structures
2. Besides email and chatbots, you can communicate through ....
   a. Telephone b. visiting support offices
   c. EKB d. both a and b
3. 📖 Enhancing photos means corrects .... and restoring original colors
   a. Background b. Lighting c. flaws d. Size
4. Siri and Alexa are examples of ....
   a. voice assistants b. email filters
   c. language processing tools d. none of them
5. 📖 When joining an online meeting, but you don't have the link, which of the following do you need?
   a. Your email address b. Meeting code
   c. Username d. Phone number

6. 📖 Which AI tool of the following helps the consumer?
   a. Using a calculator
   b. Smart search engines
   c. Writing by hand
   d. none of them
7. 📖 Programming languages are sets of codes and rules that give .... to the computer.
   a. Instructions
   b. still images
   c. Songs
   d. Text files

2 Put (✓) or (✗):

1. 📖 The role of AI in photo editing programs is to organize and customize colors. ( )
2. When you forget your password, you should delete the account and create another one. ( )
3. 📖 Email sent after the conference is called a follow-up email. ( )
4. 📖 A chat window is the best way to communicate for complex problems. ( )
5. AI helps us make the right purchasing decisions in e-commerce. ( )
6. You do not need an internet connection to use Google Meet. ( )
7. GIMP is an abbreviation for GNU Image Manipulation Program. ( )
8. AI decisions should be based on personal views and opinions. ( )

Model Exam 5

1 Choose the correct answer:

1. Computers communicate using .... because they don't understand human language.
   a. human language
   b. charging cables
   c. power adapters
   d. programming languages
2. 📖 .... is a digital tool used in video conferencing to record written notes.
   a. Presentations
   b. Chat
   c. Camera
   d. Audio recording

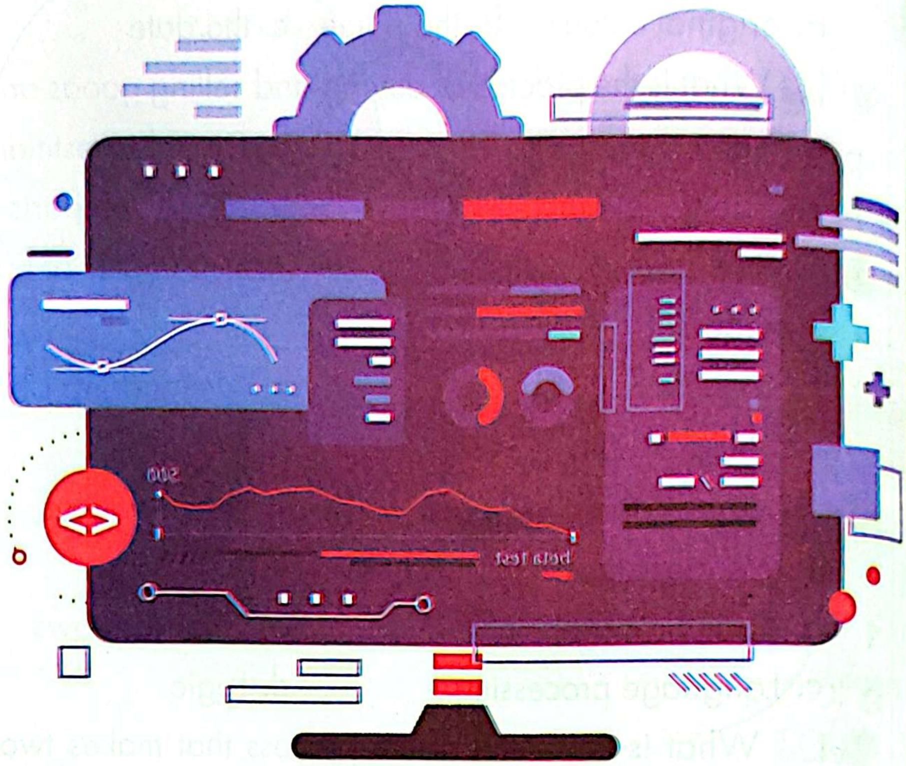
3. Through image editing, you can restore ....of an image.
   a. original colors   b. the name   c. the date   d. the location
4. 📖 What is the process of buying and selling goods and services online?
   a. E-commerce   b. Digital investment
   c. Traditional marketing   d. Cloud comparison
5. Online libraries such as ....are examples of Educational Service Providers.
   a. Google   b. Alexandrina Library
   c. Social Media   d. Microsoft
6. .... tools help you formulate your writings, send emails, and simple messages.
   a. Facial recognition   b. Chat windows
   c. Language processing   d. Logic
7. 📖 What is the name of the process that makes two different images appear as one image in a presentation?
   a. Color correction   b. Changing background
   c. merging images   d. Cropping image

2 Put (✓) or (✗):

1. You can join a meeting by clicking a link sent to you. (   )
2. Cloud storage like OneDrive is a preferable way to save files. (   )
3. You cannot make a new photo look old using GIMP. (   )
4. Buying a stock means you own a small part of the company. (   )
5. 📖 If the message "File is corrupted" appears, you should try opening it using another program. (   )
6. You should keep your microphone always on during a meeting. (   )
7. Inclusiveness means AI tools should only benefit a specific group of people. (   )
8. 📖 Online reviews are helpful in evaluating the quality of a product before purchasing. (   )

Unit 4

My Digital Project



Unit Lessons:

Lesson 1 The Role of Information Technology in Improving Our Lives

Lesson 2 Dealing with Operating Systems and Computer Applications

Lesson 3 Preparing and Sharing Reports

Lesson 4 Creating Presentations

Lesson 5 Databases Using Excel

Lesson 6 Flowcharts (SmartArt)

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Lesson 1 The Role of Information Technology in Improving Our Lives

- Our smartphones are not just for communication, They are also a powerful tools that help us solve real-life problems.
- Information and Communication Technology (ICT) is a term used for all the technological tools that help us process information.

• الهواتف الذكية ليست مخصّصة للتواصل فقط، بل هي أيضًا أدوات قوية تساعدنا على حل مشكلات الحياة اليومية.
يُستخدم مصطلح تكنولوجيا المعلومات والاتصالات (ICT) للإشارة إلى جميع الأدوات التكنولوجية التي تساعدنا على معالجة المعلومات.

ICT and a Better Environment

- Technology helps us build a better environment through:

• ICT والبيئة الأفضل: تساعدنا التكنولوجيا في بناء بيئة أفضل من خلال:

1 Clean Vehicles:

- ICT applications and payment systems have helped electric vehicles spread widely.
- These vehicles do not emit harmful exhaust gases, which reduces pollution and protects our health.

① المركبات النظيفة: ساعدت تطبيقات تكنولوجيا المعلومات والاتصالات وأنظمة الدفع على انتشار السيارات الكهربائية على نطاق واسع.
• هذه السيارات لا تُطلق غازات عادم ضارَّة؛ مما يقلل من التلوث ويحمي صحتنا.

2 Energy Saving:

- Technology helps us manage energy consumption in homes and factories smartly, reducing the waste of resources.

② توفير الطاقة: تساعدنا التكنولوجيا في إدارة استهلاك الطاقة في المنازل والمصانع بذكاء؛ مما يقلل من هدر الموارد.

3 Increasing Job Opportunities:

- Information technology creates new job opportunities, enabling many people to work in the field of clean transportation or smart services.

③ زيادة فرص العمل: تكنولوجيا المعلومات تخلق فرص عمل جديدة؛ حيث تُمكن الكثير من الناس من العمل في مجال النقل النظيف أو الخدمات الذكية.

ICT and Faster Services (Online Booking)

Online booking:

- It is using websites or applications to request and book a service or appointment without going to its place.
- This saves effort and helps you organize your time.

الحجز عبر الإنترنت: هو استخدامك للمواقع أو التطبيقات لطلب وحجز خدمة أو موعد دون الذهاب إلى مكانها.
• هذا يوفر لك الجهد ويساعدك على تنظيم وقتك.

How Do These Tools Work?

1 Global Positioning System (GPS):

- It is the main system of any smart transportation system.
- It accurately determines your location and the vehicle's location, and suggests the best and fastest route.

① نظام تحديد المواقع (GPS): هو أساس أي نظام نقل ذكي. يحدد موقعك بدقة وموقع السيارة، ويقترح عليك أفضل طريق وأسرعه.

2 Smart Applications:

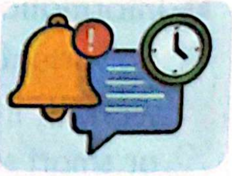
- These applications allow electronic payment and show the cost before you start.

EX ① taxi booking apps. ② train booking apps

② التطبيقات الذكية: هذه التطبيقات توفر لك خيار الدفع الإلكتروني وتحدد لك التكلفة قبل البدء.

مثال: • تطبيقات حجز سيارات الأجرة. • حجز تذاكر القطارات.

3 Notifications and Reminders:



- They send you a message about the arrival time of the vehicle or remind you of your booking time to avoid waiting.

③ الإشعارات والتذكيرات: ترسل لك رسالة تنبيه بموعد وصول وسيلة النقل أو تذكير بموعد حجزك؛ لتجنب الانتظار.

Designing an ICT Tool to Solve a Transportation Problem

» Imagine yourself as a technology engineer responsible for solving a transportation problem in your country

« تصميم أداة ICT لحل مشكلة نقل في محيطك:

- تخيل نفسك مهندس تكنولوجيا مسئولًا عن حل مشكلة نقل في بلدك:

Items	Traditional Methods	Technological Solutions (Using ICT)
Problem	• Waiting at the bus stop without knowing the bus arrival time. • الانتظار في محطة الأتوبيس دون معرفة موعد وصوله.	• Using a GPS tracking application to see bus location on the map. • استخدام تطبيق تتبع لمعرفة مكانه على الخريطة.
Payment method	• Cash payment to the driver, which may expose you to closing money. • الدفع النقدي (الكاش) للسائق؛ مما قد يعرضك لضياع النقود.	• Using electronic payment via mobile, which is more secure. • استخدام الدفع الإلكتروني عبرالهاتف وهو أكثر أمانًا.
Result	• Wasting time and exposure to traffic and pollution. • تضييع الوقت والتعرض للزحام والتلوث.	• Saving time, reducing pollution, and increasing safety. • توفير الوقت، وتقليل التلوث، وزيادة الأمان.

أهم الكلمات والمصطلحات

Vehicles	المركبات	exhaust	عادم
energy consumption	استهلاك الطاقة	Job Opportunities	فرص العمل
clean transportation	النقل النظيف	appointment	موعد
Online Booking	الحجز عبر الإنترنت	electronic payment options	خيار الدفع الإلكتروني
congestion	الزحام	Tracking application	تطبيق تتبع

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Exercises on Lesson 1

1 Choose the correct answer:

1. .... is a term used for all technological tools that help us process information.
   a. HTML b. ICT c. RAM d. URL
2. What is the main component used in online booking applications to determine locations?
   a. Cooling system b. Cash payment system
   c. Global Positioning System (GPS) d. Solar energy system
3. Information and Communication Technology make environment better by ....
   a. Increasing the number of fuel cars
   b. Ignoring public transportation
   c. Reducing number of computers
   d. Supporting the use of vehicles that do not emit harmful gases
4. Technology helps reduce pollution by spreading ....
   a. traditional cars b. public transport
   c. fuel stations d. electric vehicles
5. One benefit of online booking in everyday services is ....
   a. Saving time and effort b. Increasing waiting time
   c. Excessive use of paper d. Complicating procedures
6. Using electronic payment is better because it is more ....
   a. expensive b. traditional c. slow d. secure
7. If a booking app sends you a message about the departure time, this service is called ....
   a. Automatic notifications b. Central heating
   c. Photography d. Smart lighting

8 .... have helped electric vehicles spread widely.

a. ICT applications
b. payment systems
c. public transport
d. both a and b

9 Which of the following terms refers to "Information and Communication Technology"?

a. GBT
b. ICT
c. CPU
d. ABC

10 .... helps you organize your time and request a service without going to its place.

a. Driving
b. Online booking
c. Cash payment
d. Waiting

11 Which of the following is a traditional problem solved by online booking systems?

a. Staying at home
b. Using a phone
c. Standing in a long queue
d. Browsing the internet

12 To avoid waiting, ICT tools send you .... about the arrival time of the vehicle.

a. notifications
b. emails
c. gifts
d. books

13 When you use an app to find the school bus, you are exploring the types of ICT tools used in ....

a. Building houses
b. E-learning
c. Modern agriculture
d. Smart transportation systems

14 Using a GPS tracking application helps you see the .... on the map.

a. weather
b. driver's home
c. bus location
d. ticket price

15 If a transportation company relies on electronic payment instead of cash payment, this increases ....

a. Safety
b. Pollution
c. Fuel consumption
d. Breakdowns

16 Traditional methods of payment involve paying .... to the driver.

a. credit
b. cash
c. nothing
d. points

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17 The tool that helps the driver finds the best route to avoid traffic congestion is part of the ....

a. Central cooling system
b. Navigation and guidance system
c. Entertainment and gaming
d. Smart lighting

18 The goal of proposing the design of a new technological tool is to ....

a. Ignore problems
b. Make manual work more difficult
c. Innovate smart solutions to problems
d. Increase complexity

2 Put (✓) or (✗):

1 ICT tools help us solve real-life problems. ( )

2 Smartphones are only used for communication. ( )

3 Online booking saves effort and helps organize time. ( )

4 It is possible to book a doctor's appointment online without going to the clinic. ( )

5 Electronic payment is more secure than using cash. ( )

6 Technology contributes to increasing carbon emissions in the environment. ( )

7 GPS is used to determine your location accurately. ( )

8 A school bus tracking application helps students organize their time and arrive on time. ( )

9 Traditional methods help you know the bus arrival time exactly. ( )

10 GPS suggests the best and fastest route for your journey. ( )

11 Suggesting a new idea to design an app is a form of innovation. ( )

12 Smart applications show the cost of the service after it ends only. ( )

13 Waiting at the bus stop without knowing the arrival time is a traditional method. ( )

14 There is no difference in time or effort between traditional booking and online booking. ( )

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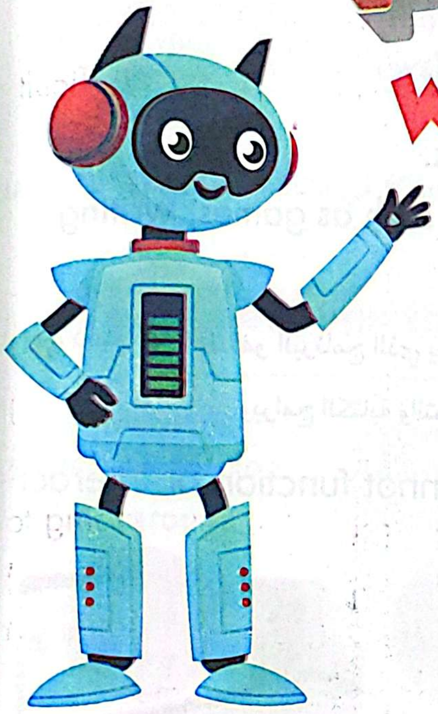
Play with PONY

Word Search



v	z	m	a	q	s	e	c	u	r	e	t
s	f	m	z	w	w	q	h	g	p	s	z
h	c	a	s	h	j	o	b	h	c	e	i
s	m	a	r	t	p	h	o	n	e	s	c
v	r	j	z	a	e	v	f	j	f	k	t
c	u	s	o	e	n	e	r	g	y	l	u
y	f	h	j	j	y	l	o	t	a	v	m
t	c	z	z	v	z	a	t	b	y	e	q

(Smartphones – GPS – secure Job – Energy – ICT - Cash)

1. Using electronic payment is better because it is more ....
2. .... refers to "Information and Communication Technology.
3. Using a .... tracking application helps you see the bus location on the map.
4. Traditional methods of payment involve paying .... to the driver.
5. .... are powerful tools that help us solve real-life problems.
6. Technology helps us manage .... consumption in homes and factories smartly.
7. Information technology creates new .... opportunities.

Lesson 2 Dealing with Operating Systems and Computer Applications

① What is an Operating System?

The Operating System

- It is the program that makes the computer work.
- It is responsible for running different programs such as games, writing and designing programs.

« نظام التشغيل: هو البرنامج الذي يجعل الحاسوب يعمل، فهو المسئول عن تشغيل البرامج المختلفة مثل الألعاب وبرامج الكتابة والتصميم.

- Without an operating system, a computer cannot function or interact with the user.
- **The operating system helps you to:**

1. Manage files and folders:
2. Run different programs:
3. Control device components such as the screen, mouse, and keyboard.

« بدون نظام التشغيل لا يمكن للكمبيوتر أن يعمل أو يتفاعل مع المستخدم.

« نظام التشغيل يساعدك على:

① إدارة الملفات والمجلدات. ② تشغيل البرامج المختلفة.

③ التحكم في مكونات الجهاز مثل الشاشة والفأرة ولوحة المفاتيح.

Examples of operating systems

1. Windows (Microsoft)
2. macOS (Apple)
3. Linux
4. Android / iOS (Smartphones / Tablets)

2 Changing System Settings

» You can modify device settings through:

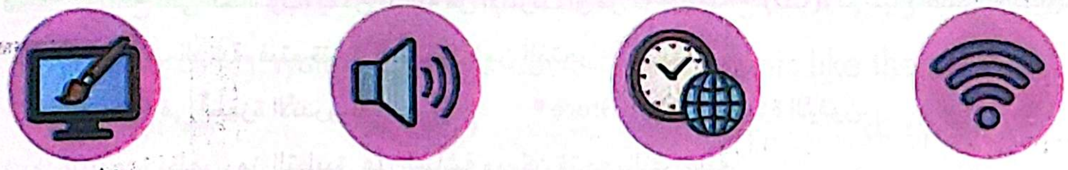
- **Control Panel** (in Windows)
- **Settings** (on smartphones)

« تغيير إعدادات النظام.

« يمكنك تعديل إعدادات الجهاز من خلال لوحة التحكم (Control Panel) في نظام (Windows)، أو من خلال الإعدادات (Settings) في الهواتف.

Some settings that can be changed include:

1. Changing desktop background
2. Adjusting volume level
3. Changing language, date, and time
4. Connecting to Wi-Fi network



» Be careful when changing settings so that they do not affect the device's performance.

« بعض الإعدادات التي يمكن تغييرها:

- تغيير خلفية الشاشة.
- ضبط مستوى الصوت.
- تغيير اللغة والتاريخ والوقت.
- الاتصال بشبكة الإنترنت (Wi-Fi).

« يجب الانتباه عند تغيير الإعدادات حتى لا تؤثر على عمل الجهاز.

3 Installing Programs and Applications

» Programs are tools that help us perform specific tasks, such as writing, drawing, or learning.

1 To install a program on a computer:

» it can be downloaded from the internet or from a compact disc (CD).

» then the installation steps should be followed.

2 To install a program on smartphones:

- applications are downloaded from the store such as:

Play Store (Android devices)	App store (iPhone devices)

- After installation, the application icon appears on the screen and can be opened by clicking on it.

تثبيت البرامج والتطبيقات:

- البرامج هي أدوات تساعدنا على أداء مهام محددة، مثل الكتابة أو الرسم أو التعلم.
- لتثبيت برنامج على الحاسوب، يمكن تنزيله من الإنترنت أو من قرص مدمج (CD)، ثم اتباع خطوات التثبيت.
- أما على الهواتف الذكية، فيتم تنزيل التطبيقات من المتجر مثل:
  - Play Store في أجهزة الأندرويد.
  - App Store في أجهزة الآيفون.
  - بعد التثبيت، يظهر رمز التطبيق على الشاشة ويمكن فتحه بالنقر عليه.

أهم الكلمات والمصطلحات

إدارة	Manage	نظام التشغيل	Operating System
تثبيت	Installing	ضبط	Adjusting

Exercises on Lesson 2

1 Choose the correct answer:

1. What program makes the computer work?
   a. Drawing program
   b. Electronic game
   c. Writing program
   d. Operating system
2. One of the tasks of the operating system is to manage ....
   a. people
   b. files and folders
   c. electricity
   d. none of them
3. Examples of operating systems for smartphones include ....
   a. Android
   b. iOS
   c. Windows
   d. both a and b
4. The operating system controls device components like the ....
   a. internet
   b. table
   c. keyboard
   d. chair
5. To change the desktop background, we use ....
   a. Keyboard
   b. Control Panel
   c. Recycle Bin
   d. Browser
6. The applications store on Android devices is called ....
   a. App Store
   b. Apple Store
   c. Windows Store
   d. Play Store
7. Changing the language and date in system settings helps in ....
   a. Improving sound
   b. Organizing device usage
   c. Deleting files
   d. Installing programs
8. Which company developed the Windows operating system?
   a. Google
   b. Apple
   c. Microsoft
   d. Linux
9. macOS is an operating system from ....
   a. Microsoft
   b. Apple
   c. Google
   d. none of them

10. Which of the following is not an operating system?
    a. Android b. Mac c. Windows d. Facebook

11. In Windows, you can modify device settings through the ....
    a. Play Store b. Control Panel
    c. macOS d. Desktop background

12. What is the function of an operating system?
    a. Running games only
    b. Running the device and managing programs
    c. Displaying images only
    d. Increasing internet speed

13. Applications on Android devices are downloaded from ....
    a. App Store b. Play Store c. Windows d. Control Panel

14. On smartphones, you can change settings through ....
    a. Control Panel b. App Store c. Settings d. CD

15. Where can you download applications on a smartphone?
    a. Recycle Bin b. Settings c. File Manager d. App Store

16. When adjusting the sound on a device, we use ....
    a. Printer b. Microphone
    c. Settings d. Recycle Bin

17. After installation, the application .... appears on the screen.
    a. icon b. battery c. cable d. router

2 Put (✓) or (✗):

1. A computer can function without an operating system. ( )
2. The operating system is responsible for designing and writing programs. ( )
3. You cannot change the language or date on your device. ( )
4. The operating system on Apple mobile devices is iOS. ( )

5 Programs are tools that help us perform specific tasks like drawing. ( )

6 The Control Panel is used to change settings in Windows. ( )

7 📖 To change the device language, we go to the application store. ( )

8 You should be careful when changing settings so they don't affect performance. ( )

9 You can only install programs on a computer from a CD. ( )

10 📖 The operating system on a computer is responsible for running programs and organizing the device. ( )

11 iOS is an operating system used for smartphones. ( )

12 📖 The application store for iPhone devices is called Play Store. ( )

13 📖 To install a new program, you must follow the installation steps. ( )

14 The operating system cannot control the computer mouse. ( )

15 Clicking on the application icon opens the program after installation. ( )

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Play with PONY

Guess what is it ?

It is responsible for running different programs such as games, writing and designing programs.

It is the program that makes the computer work.

Without it, a computer cannot function or interact with the user.

It controls device component such as the screen, mouse, an keyboard.

Test Yourself on Lessons 1&2

1 Choose the correct answer:

1. To change the desktop background, we use ....
   a. Keyboard b. Control Panel
   c. Recycle Bin d. Browser
2. .... have helped electric vehicles spread widely.
   a. ICT applications b. payment systems
   c. public transport d. both a and b
3. After installation, the application .... appears on the screen.
   a. icon b. battery c. cable d. router
4. The tool that helps the driver finds the best route to avoid traffic congestion is part of the ....
   a. Central cooling system b. Navigation and guidance system
   c. Entertainment and gaming d. Smart lighting
5. On smartphones, you can change settings through ....
   a. Control Panel b. App Store c. Settings d. CD
6. Using electronic payment is better because it is more ....
   a. expensive b. traditional c. slow d. secure
7. Which of the following is not an operating system?
   a. Android b. Mac c. Windows d. Facebook

2 Put (✓) or (✗):

1. Linux is an example of an operating system. (   )
2. Play Store is used specifically for iPhone devices. (   )
3. It is possible to book a doctor's appointment online without going to the clinic. (   )
4. ICT creates job opportunities. (   )
5. Smart transportation systems do not use GPS. (   )
6. Programs are tools that help us perform specific tasks like drawing. (   )
7. There is no difference in time or effort between traditional booking and online booking. (   )
8. You cannot change the language or date on your device. (   )

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Lesson 3 Preparing and Sharing Reports

1 Writing Reports Using Microsoft Word

- Microsoft Word is one of the most popular word processing programs in the world.
- It helps you:
  1. write and format reports.
  2. insert images, tables, and headings.
- This makes documents well-organized and easy to read:

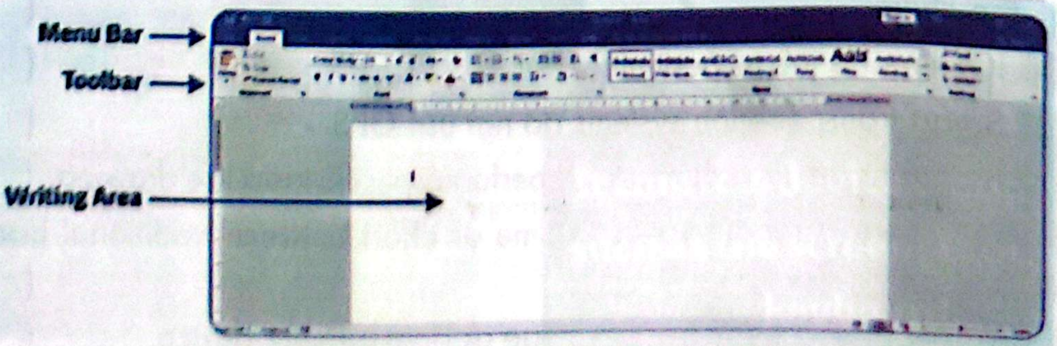
• برنامج مايكروسوفت وورد (Microsoft Word) من أشهر برامج معالجة النصوص في العالم.

• يساعدك البرنامج على كتابة التقارير وتنسيقها وإدراج الصور والجداول والعناوين؛ مما يجعلها مرتبة وسهلة القراءة.

1 Components of Microsoft Word Interface: مكونات واجهة البرنامج

- When you open Word, you will see:

Menu Bar: شريط القوائم	• It contains commands such as "File", "Insert", and "Layout". • يحتوي على أوامر مثل ملف وإدراج وتخطيط.
Toolbar: شريط الأدوات	• It includes buttons for formatting text, such as changing color and the font size. • يضم أزرارًا لتنسيق النصوص مثل تغيير اللون أو حجم الخط.
Writing Area: منطقة الكتابة	• The place where you write the report. • المكان الذي تكتب فيه التقرير.



2 Steps to Write a Simple Report:

1. Open the Microsoft Word program.
2. Choose "New Document".
3. Write the report title, such as: "Artificial Intelligence in Our Lives".
4. Add text and images through the "Insert" menu.
4. Formate the text using the tools available in the top ribbon.
6. Save the file with a suitable name through the "File" menu, then select "Save.

2 خطوات كتابة تقرير بسيط:

- افتح برنامج Microsoft Word.
- اختر «مستند جديد».
- اكتب عنوان التقرير مثل: "الذكاء الاصطناعي في حياتنا".
- أضف نصوصًا وصورًا من خلال قائمة ادراج (Insert).
- نسق النص باستخدام الأدوات الموجودة في الشريط العلوي
- احفظ الملف باسم مناسب من خلال قائمة ملف (File) ثم حفظ (Save).

2 Messaging Services خدمات المراسلة

Messaging services

» They help us exchange messages, images, and files quickly and easily via the internet

Examples

WhatsApp | Messenger | Telegram

- **خدمات المراسلة:** تساعدنا على تبادل الرسائل والصور والملفات بسرعة وسهولة عبر الإنترنت.
- **أمثلة:** واتساب وماسنجر وتليجرام.

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Unit 4

Tips for Using Messaging Safely:

- Do not share your personal information with strangers.
- Do not open suspicious or unknown links.
- Use messaging services for useful purposes such as studying or communication with friends and teachers.
- Respect others in your messages and avoid spreading rumors

نصائح لاستخدام المراسلة بأمان:

- لا تشارك معلوماتك الشخصية مع الغرباء.
- لا تفتح الروابط الغريبة أو غير المعروفة.
- استخدم المراسلة في أشياء مفيدة مثل الدراسة أو التواصل مع الأصدقاء والمعلمين.
- احترم الآخرين في رسائلك، وتجنب نشر الشائعات.

أهم الكلمات والمصطلحات

format	تنسيق	insert	إدراج
Program Interface	واجهة البرنامج	ribbon	شريط
Messaging Services	خدمات المراسلة	suspicious	غريب
Respect	احترم	rumors	الشائعات

Exercises on Lesson 3

1 Choose the correct answer:

1. Which program is used to write reports?
   a. Excel b. PowerPoint c. Word d. Paint
2. When you start a new report in Word, you should choose ....
   a. Save As b. New Document c. Format d. Delete
3. The command used to insert an image into a document is ....
   a. File b. View c. Layout d. Insert
4. The .... in Word contains commands such as "File", "Insert", and "Layout".
   a. Menu Bar b. Writing Area
   c. Operating System d. Play Store
5. .... help us exchange messages and files quickly via the internet.
   a. Messaging services b. Word programs
   c. Keyboards d. Operating systems
6. The writing area in Word is the place where we ....
   a. Change the language b. Write text
   c. Save files d. Display images only
7. .... is one of the most popular word processing programs in the world.
   a. WhatsApp b. Microsoft Word
   c. Telegram d. Messenger
8. An example of a messaging application is ....
   a. Word b. Paint
   c. Excel d. WhatsApp
9. Microsoft Word helps you to insert .... into your reports.
   a. images and tables b. routers
   c. hardware d. Wi-Fi signals

10 .... help us exchange messages and files quickly via the internet.

a. Messaging services
b. Word programs
c. Keyboards
d. Operating systems

11 To protect yourself when using messaging service, you should ....

a. Share your phone number with everyone
b. Open all links
c. Not share personal information
d. Ignore privacy settings

12 To change the font color and size in Word, you use the ....

a. Screen
b. Printer
c. Toolbar
d. Mouse

13 A table can be inserted in Word from the .... menu.

a. Insert
b. File
c. View
d. Tools

14 To keep your work for later, you save the file through the .... menu.

a. View
b. Edit
c. File
d. Insert

15 All of the following are examples of messaging services EXCEPT ....

a. WhatsApp
b. Messenger
c. Telegram
d. Microsoft Word

16 Which tool of the following helps in text formatting?

a. Changing color
b. Deleting the program
c. Adjusting the clock
d. Playing sound

17 To save a file, we choose the command ....

a. Open
b. Print
c. Save
d. Exit

18 From messaging service that allows sending images ....

a. Word
b. WhatsApp
c. Paint
d. Excel

19 To stay safe online, you should avoid opening .... links.

a. safe
b. educational
c. suspicious
d. known

20 One of the methods of using messaging safely is ....

a. Sharing passwords
b. Not respecting others
c. Using the application for useful purposes
d. Opening unknown links

21 While using messaging services, you should NOT share your .... with strangers.

a. personal information
b. school name
c. favorite color
d. general reports

Lesson 3

2 Put (✓) or (✗):

1 Microsoft Word is used for word processing and writing reports. (   )

2 You cannot insert tables or headings in a Word document. (   )

3 "Layout" is one of the commands found in the Menu Bar. (   )

4 To save a document in Word, we use the "Insert" menu. (   )

5 The Writing Area is where you write the content of your report. (   )

6 Images can be inserted into a document through the "Insert" menu. (   )

7 You use the "Insert" menu to save your file with a name. (   )

8 Messaging services allow you to exchange images and files easily. (   )

9 Choosing "New Document" is the first step to starting a report. (   )

10 Excel is an example of a messaging service. (   )

11 You should respect others while using messaging applications. (   )

12 It is safe to share your personal information with anyone online. (   )

13 You should avoid spreading rumors when using messaging services. (   )

14 Opening unknown links is a safe way to use the internet. (   )

15 One of the safety rules in messaging is not opening suspicious links. (   )

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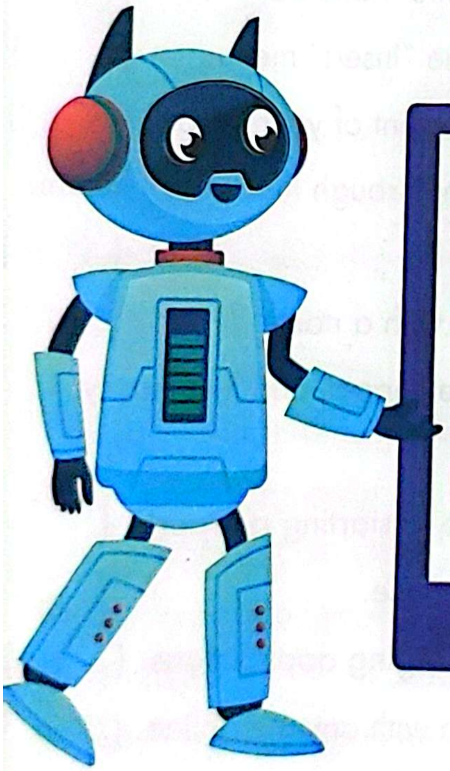
Play with PONY

Help the robot to use MS word program for the first time.



- ☐ Choose "New Document".
- ☐ Write the report title.
- ☐ Save the file through the "File" menu, then select "Save".
- ☐ Open the Microsoft Word program.
- ☐ Format the text using the tools Add text and images through the "Insert" menu.

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Lesson 4 Creating Presentations

» Have you ever thought about how to present your ideas or research findings to your classmates and teacher in an engaging and exciting way?

» This is called a presentation.

» ما هي العروض التقديمية؟

» هل فكرت يومًا كيف يمكنك أن تعرض افكارك أو نتائج بحثك على زملائك ومعلمك بطريقة ممتعة ومشوقة؟

» هذا ما يسمى بالعرض التقديمي.

A presentation:

» It is a collection of slides used to present information and ideas.

» It helps you deliver your message clearly and attractively by using text, images, shapes, and animations.

» Slides: the spaces where we write text and add images in PowerPoint

» العرض التقديمي: هو مجموعة من الشرائح التي تستخدمها لتقديم المعلومات والأفكار، وتساعدك في أن توصل رسالتك بوضوح وجمال، باستخدام النصوص والصور والأشكال والحركات.

» الشرائح: هي المساحات التي نكتب فيها النصوص ونضيف الصور في برنامج PowerPoint.

Microsoft PowerPoint: Your Friend in Creativity

» Imagine telling a story using animated images and music! This is the secret to a successful presentation.

» Microsoft PowerPoint is one of the most popular and easiest programs used to create presentations.

» It is part of the Microsoft Office suite, which is often used at school and home.

» مايكروسوفت باوربوينت: صديقك في الإبداع.

» تخيل أنك تحكي قصة باستخدام صور متحركة وموسيقى، هذا هو سر نجاح العروض التقديمية.

» البرنامج الأشهر والأسهل لعمل هذه العروض هو مايكروسوفت باوربوينت.

» هذا البرنامج جزء من حزمة برامج مايكروسوفت أوفيس. التي غالبًا ما تستخدمها في المدرسة والمنزل.

Unit 4

» PowerPoint has easy-to-use tools, such as

1. drawing tools
2. writing tools
3. animation options

» Animation options make your slides move and look attractive and engaging.

» The Idea of using PowerPoint makes you like a creative director , turning your ideas into a short video.

» باوربوينت يمتلك أدوات سهلة جدًا، مثل أدوات الرسم والكتابة، وخيارات كثيرة للحركات التي تجعل شرائحك تتنقل وتظهر بطريقة جذابة ومبهجة.

» فكرة استخدام باوربوينت تجعلك تشعر وكأنك مخرج إبداعي، تحوِّل أفكارك إلى فيديو قصير.

Basic PowerPoint Tools

» When you open PowerPoint, you will find a well-organized interface that makes your work easier.

» Here are the most important areas and tools you need:

» أدوات باوربوينت الأساسية: عندما تفتح برنامج باوربوينت، ستجد واجهة برنامج تسهل عليك العمل. إليك أهم الأماكن والأدوات التي ستحتاجها:

Tool Name	Location	Function
File Tab	Top left	• To save the presentation, • To open it. • To print it. • لحفظ العرض أو فتحه أو طباعته.
Taskbar (Home tab)	At the top	Contains important formatting commands such as changing: • font size • font type • Text color • يحتوي على أوامر مهمة للتنسيق مثل: تغيير حجم ونوع الخط ولونه.

Tabs	At the top of the screen	• Each tab contains a group of specialized tools (such as: "Design", "Insert", and "Animations"). • كل تبويب يحتوي على مجموعة من الأدوات المتخصصة.
Design Tab	One of the main tabs	• choose the "slide size" to format the slide shape • choose the "Theme" to change the background and colors to create an attractive design • اختر منها حجم الشريحة لتنسيق شكل الشريحة، واختر منها «النسق» لتغيير الخلفية والألوان لتصميم جذاب.
Insert Tab	One of the main tabs	Used to add new elements to the slide, such as: • Pictures • Shapes • Charts: to clarify numbers • Videos. • تستخدمها لإضافة عناصر جديدة إلى الشريحة، مثل: الصور، والأشكال الهندسية، والرسوم البيانية (لتوضيح الأرقام)، والفيديوهات.
Review Tab	One of the main tabs	• Responsible for checking words and ensuring there are no spelling errors. • هي المسئولة عن تدقيق الكلمات والتأكد من عدم وجود أخطاء إملائية.

أهم الكلمات والمصطلحات

Microsoft Office suite	حزمة برامج مايكروسوفت أوفيس	animation options	خيارات الحركة
transition	تنقل	director	مخرج
formatting commands	أوامر التنسيق	clarify	توضيح
checking	تدقيق	convincing	مقنع

Exercises on Lesson 4

1 Choose the correct answer:

1 What is the most famous and commonly used program for creating presentations?
  a. Microsoft Word
  b. Microsoft Excel
  c. Microsoft PowerPoint
  d. Microsoft Paint

2 A presentation is used to ....
  a. Write long messages
  b. Perform mathematical calculations
  c. Browse the Internet
  d. Present ideas and information in an interesting way

3 To add a new image to a slide, we use the .... tab.
  a. Animations
  b. Design
  c. Insert
  d. View

4 A presentation is a collection of .... used to present information and ideas.
  a. files
  b. slides
  c. printers
  d. cables

5 Microsoft PowerPoint is part of the .... suite.
  a. Microsoft Office
  b. Android
  c. Google
  d. Internet

6 If you want to change the shape and color of the slide background, you should use the .... tab.
  a. File
  b. Insert
  c. Review
  d. Design

7 To save, open, or print a presentation, you should use the ....
  a. Design Tab
  b. Insert Tab
  c. File Tab
  d. Review Tab

8 The main function of the "Review" tab is ....
  a. check Spelling and ensuring word accuracy
  b. Adding charts
  c. Formatting fonts and colors
  d. Creating transition

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9 The File Tab is located at the ....

a. bottom right
b. center of screen
c. top left
d. bottom left

10 📖 What tools can be used to create an attractive and visually appealing presentation?

a. animations
b. shapes
c. images
d. all of them

11 You can use the Insert Tab to add .... to clarify numbers.

a. animations
b. fonts
c. charts
d. spell checks

12 📖 In PowerPoint, the bar that contains commands such as changing font size is ....

a. File bar
b. Animation bar
c. Status bar
d. Home tab

13 📖 Before you start designing slides, you can set the slide size through the .... option.

a. Slide Size
b. Background color
c. Font
d. Insert table

14 Animation options make your slides .... and look attractive.

a. move
b. print
c. save
d. stop

15 📖 Transition options between slides help you to ....

a. Print the document
b. Save the file
c. Make presentation more exciting and engaging
d. Send an email

16 The .... is responsible for checking words and ensuring there are no spelling errors.

a. Insert Tab
b. Design Tab
c. Review Tab
d. File Tab

17 📖 What is the element you must maintain for your presentation to succeed?

a. Too much text only
b. Ignoring images
c. Using one font throughout the presentation
d. Delivering your ideas effectively and impressing the viewers

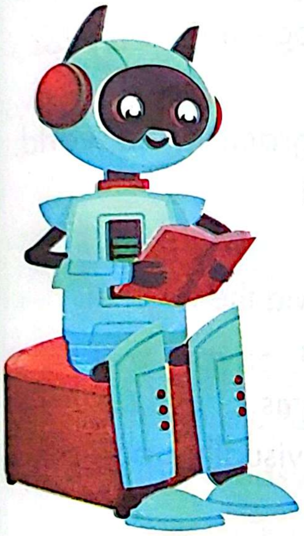
1 Put (✓) or (✗):

1. A presentation helps you deliver your message clearly and attractively. ( )
2. Microsoft PowerPoint is one of the most popular programs to create presentations. ( )
3. PowerPoint is often used at school and home. ( )
4. 📖 Charts are used in PowerPoint to clarify data and numbers in a simple way. ( )
5. 📖 The Theme in PowerPoint means inserting an image inside the slide. ( )
6. 📖 The "Animations" tab is used to add visual effects to elements in a slide. ( )
7. The File Tab allows you to change the font type and color. ( )
8. The Design Tab allows you to choose the "slide size." ( )
9. 📖 Slides in PowerPoint are the spaces where we write text and add images. ( )
10. The Home tab is used to check for spelling errors. ( )
11. "Themes" in the Design Tab are used to change the background and colors. ( )
12. to add videos to the presentation, use "Insert" Tab ( )
13. The Review Tab contains commands to change the text color. ( )
14. The Review Tab is responsible for ensuring there are no spelling errors. ( )
15. 📖 One of the most important skills of using PowerPoint effectively is the ability to deliver your idea and make audience engaged. ( )

Play with PONY

Cross word

(home - file - Presentation - insert - Office suite - Animation - Slides - Design)



1. A .... is a collection of slides used to present information and ideas.
2. .... are the spaces where we write text and add images in PowerPoint.
3. Microsoft PowerPoint is part of the Microsoft ....
4. .... options make your slides move and look attractive and engaging.
5. ....tab Contains important formatting commands.
6. ....tab is used to add new elements to the slide.
7. .... tab is used to choose slide size and shape.
8. .... tab contains save ,open and print commands.

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Test Yourself on Lessons 3&4

1 Choose the correct answer:

1. A presentation is a collection of .... used to present information and ideas.
   a. files b. slides c. printers d. cables
2. 📖 The command used to insert an image into a document is ....
   a. File b. View c. Layout d. Insert
3. To save, open, or print a presentation, you should use the ....
   a. Design Tab b. Insert Tab c. File Tab d. Review Tab
4. 📖 Which tool of the following helps in text formatting?
   a. Changing color b. Deleting the program
   c. Adjusting the clock d. Playing sound
5. .... is one of the most popular word processing programs in the world.
   a. WhatsApp b. Microsoft Word
   c. Telegram d. Messenger
6. .... help us exchange messages and files quickly via the internet.
   a. Messaging services b. Word programs
   c. Keyboards d. Operating systems
7. 📖 What tools can be used to create an attractive and visually appealing presentation?
   a. animations b. shapes c. images d. all of them

2 Put (✓) or (✗):

1. A presentation helps you deliver your message clearly and attractively. ( )
2. "Layout" is one of the commands found in the Menu Bar. ( )
3. 📖 To save a document in Word, we use the "Insert" menu. ( )
4. PowerPoint is often used at school and home. ( )
5. 📖 The Theme in PowerPoint means inserting an image inside the slide. ( )
6. You should respect others while using messaging applications. ( )
7. Opening unknown links is a safe way to use the internet. ( )
8. The Review Tab is responsible for ensuring there are no spelling errors.

Lesson 5 Databases Using Excel

- Imagine that you have a huge library full of books, and you want to find a specific book quickly.
- If the books are scattered, it will be difficult.
- But if they are organized in a table with details like: book name, author name, shelf number, It will be easy to find the book
- This organized table is called a **Database**.

- تخيل أن لديك مكتبة كبيرة جدًا مليئة بالكتب، وتريد أن تعرف أين تجد كتابًا معينًا بسرعة، إذا كانت الكتب مُبعثرة، سيصعب عليك الأمر، لكن إذا كانت منظمة في جدول مع تفاصيل مثل: (اسم الكتاب، واسم المؤلف، ورقم الرف) سيكون الأمر سهلًا لاستخراج الكتاب.
- هذا الجدول المنظم هو ما نسميه قاعدة البيانات.

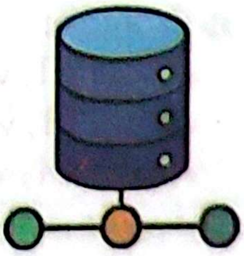
A database:

- It is a way to store and organize large amounts of data and information (such as students' names, grades, and schedules) inside a computer, making it easy to analyze, search, and modify.

- **قاعدة البيانات:** هي طريقة لتخزين وتنظيم كميات ضخمة من البيانات والمعلومات مثل: (أسماء الطلاب، ودرجاتهم، ومواعيدهم) داخل جهاز الكمبيوتر؛ لكي يسهل عليك تحليلها والبحث فيها وتغييرها.

Importance of Database:

- It helps us collect information about people, places, or things, and makes managing this information easier.
- **Example** a school uses a database to organize information about its students (such as student name and ID).



- تساعدنا قواعد البيانات في جمع معلومات عن الأشخاص أو الأماكن أو الأشياء، وتسهل علينا إدارتها.
- فمثلًا، المدرسة تستخدم قاعدة بيانات لتنظيم معلومات تلاميذها مثل: (اسم الطالب، ورقم القيد).

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Excel: A Database-Building Tool

» We can use Microsoft Excel to create simple databases.

» Microsoft Excel can also be used to make:

sorting | **adding** | **subtracting** | **Multiplying** | **dividing** | **filtering**

» Excel used to create tables made up of columns and rows.

• يمكننا استخدام برنامج مايكروسوفت إكسل لإنشاء قواعد بيانات بسيطة.

• يمكن استخدام برنامج إكسل أيضًا لعمل فرز، وجمع، وطرح، وضرب، وقسمة، وتصفية.

• يستخدم برنامج إكسل لعمل جداول مُكونة من أعمدة وصفوف.

» **Remember:**

- In a database, a column is called a Field which represents the type of information (such as a student's name).,
- A row is called a Record, and it represents all information about one item (such as the data of one student).

« **تذكر:** • في قاعدة البيانات، العمود يسمى الحقل، وهو يمثل نوع المعلومات مثل: (اسم الطالب).

• أما الصف فيسمى السجل، وهو يمثل معلومات كاملة عن شيء واحد مثل: (بيانات طالب واحد).

Steps to Create a Simple Database in Excel

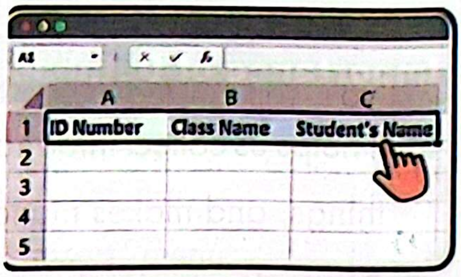
» Suppose you want to create a database for the members of the reading club in your class:

• لنفترض أنك تريد إنشاء قاعدة بيانات لأعضاء نادي القراءة في صفك:

Step 1 Define the Columns (Fields):

» **In the first row (A1, B1, C1, ...):**

- write the column headings
- these headings are called "field names".



» **Example:**

- In cell A1, write "ID Number".
- In cell B1, write "Class Name".
- In cell C1, write "Student's Name".

« **الخطوة 1:** في الصف الأول (A1 , B1 , C1 ...)، اكتب عناوين الأعمدة التي تحتاجها. هذه العناوين تُسمى «أسماء الحقول».

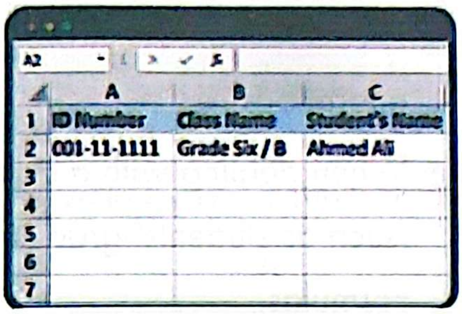
مثال: • في الخلية A1 نكتب «رقم التعريف (ID Number)»

• في الخلية B1 نكتب «اسم الفصل (Class Name)»

• في الخلية C1 نكتب «اسم الطالب (Student's Name)»

Step 2 Enter the Data (Records):

» Start from the second row and fill in the data under each column



» Example:

- in cell A2: Under "ID Number" (A1), write the number (001-11-1111).
- in cell B2 write: Under "Class Name" (B1), write "Grade Six / B".
- in cell C2 write: Under "Student's Name" (C1), write "Ahmed Ali".

« الخطوة ٢: إدخال البيانات (السجلات).

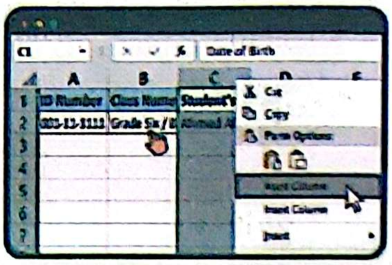
« ابدأ من الصف الثاني، واملأ البيانات تحت كل عمود.

مثال: • تحت «رقم التعريف» (A1) في الخلية A2 نكتب الرقم (001-11-1111).

- تحت «اسم الفصل» (B1) في الخلية B2 نكتب «السادس/ب».
- تحت «اسم الطالب» (C1) في الخلية C2 نكتب «أحمد علي».

Step 3 Add New Columns (Insert Column):

» If you want to add a new column (such as "Date of Birth"):



» Right-click on the column heading before which you want to add the new column.

» Choose "Insert Column".

» A new column will be added and formatted automatically.

« الخطوة 3: إضافة أعمدة جديدة (إدراج عمود)

- إذا أردت إضافة عمود جديد (مثل «تاريخ الميلاد»):
- انقر بزر الماوس الأيمن على عنوان العمود الذي تريد إضافة العمود قبله.
- اختر «إدراج عمود» (Insert Column). سيتم إضافة عمود جديد وتنسيقه تلقائيًا.

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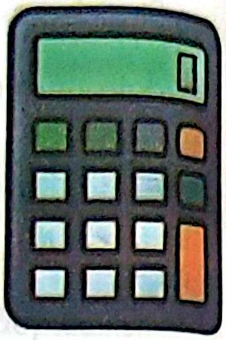
Mathematical Operations and Formulas in Excel



- Excel is an excellent program to perform mathematical operations!
- When dealing with a database that contains numbers (such as students' grades or expenses), you can use Formulas.
- To create a formula, You must start with the " = " sign .
- **Simple Examples of Formulas:**
  1. To add specific cells
  2. To subtract cells
  3. To calculate an average (addition then division)

العمليات الحسابية والصيغ في إكسل:

- تذكر أن إكسل برنامج ممتاز للقيام بالعمليات الحسابية!
- عندما تتعامل مع قاعدة بيانات تحتوي على أرقام (مثل درجات الطلاب أو مصروفاتهم)، يمكنك استخدام الصيغ (Formulas).
- عند إنشاء أي صيغة حسابية، يجب أن تبدأ بعلامة (=).
- **أمثلة بسيطة على الصيغ:**

① لجمع خلايا معينة. ② لطرح خلايا. ③ لحساب متوسط (جمع ثم قسمة).

أهم الكلمات والمصطلحات			
Databases	قواعد البيانات	scattered	مُبعثرة
registration number	برقم القيد	sorting	فرز
filtering	تصفية	Field	حقل
columns	أعمدة	rows	صفوف
column headings	عناوين الأعمدة	ID Number	رقم التعريف
Records	السجلات	Insert	إدراج
Mathematical Operations	العمليات الحسابية	Formulas	صيغ

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Exercises on Lesson 5

1 Choose the correct answer:

1. A .... is a way to store and organize large amounts of data inside a computer.

   a. Printer　b. Database　c. Cable　d. Router

2. In Excel, the row that contains complete information about one person is called ....

   a. Field　b. Record　c. Column　d. Workbook

3. To add a new column in Excel, we use the option ....

   a. Insert column　b. Delete row　c. Sort data　d. Filter data

4. Microsoft Excel is used to create and manage ....

   a. Daily notes　b. Electronic games
   c. Databases　d. Animated graphics

5. What symbol should be written first to create a formula in Excel?

   a. +　b. –　c. *　d. =

6. In Excel, rows are called ....

   a. Fields　b. Headers　c. Records　d. Columns

7. Excel can be used for.............................. .

   a. Sorting　b. Mathematical operations
   c. Filtering　d. All of them

8. What is the name of a column heading like "Student Name" in a database?

   a. Record　b. Row　c. Field　D. Workbook

Unit 4

9 When writing column headings such as "ID Number" and "Class Name", you write them in ....

a. The second row
b. The first row
c. The last column
d. Any empty place

10 Databases make it easy to .... information.

a. search
b. analyze
c. modify
d. all of them

11 One of the common tools you learned that helps you organize data in Excel is ....

a. Insert picture
b. Sort
c. Add WordArt
d. Draw a circle

12 What is the most appropriate definition of a database?

a. A collection of stories
b. A file for writing letters
c. A program for creating presentations
d. A way to store and organize large amounts of information

13 The "Student's Name" in a database table is considered a ....

a. Field
b. Record
c. Row
d. symbol

14 If you want to calculate the sum of the numbers in cells C2, C3, and C4, what is the correct formula?

a. C2+C3+C4
b. =SUM(C2-C4)
c. =C2+C3+C4
d. C2C3C4

15 To calculate an average in Excel, we use ....

a. Addition then division
b. Only subtraction
c. Only multiplication
d. Wi-Fi signals

16 Storing with large amounts of information in databases is done in ....

a. The radio
b. The computer system
c. The old mobile phone
d. The camera

2 Put (✓) or (✗):

1. A database is used just to store and organize small amounts of data. (   )
2. Excel is used to create tables made of columns and rows. (   )
3. In Excel, a row is called a record. (   )
4. You can use Microsoft Excel to perform addition, subtraction, and multiplication. (   )
5. 📖 When you use a formula such as =B2–B3, you are performing a subtraction. (   )
6. Column headings in the first row are called "Field names". (   )
7. 📖 The main goal of analyzing and modifying data is to destroy the data. (   )
8. To create a formula, you must start with the (+) sign. (   )
9. 📖 To sort data from smallest to largest, we use the Sort tool. (   )
10. "Insert Column" formats the new column automatically. (   )
11. A record represents the type of information, such as a student's name. (   )
12. To add a new column, you right-click on the column heading. (   )
13. A field represents all information about one item. (   )
14. 📖 The program that uses tables made of rows and columns to create databases is Microsoft Word. (   )
15. 📖 The first step to create a simple database in Excel is defining and writing the column headings (fields) in the first row. (   )

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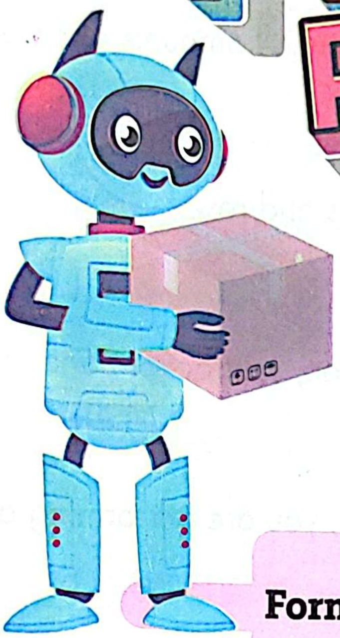
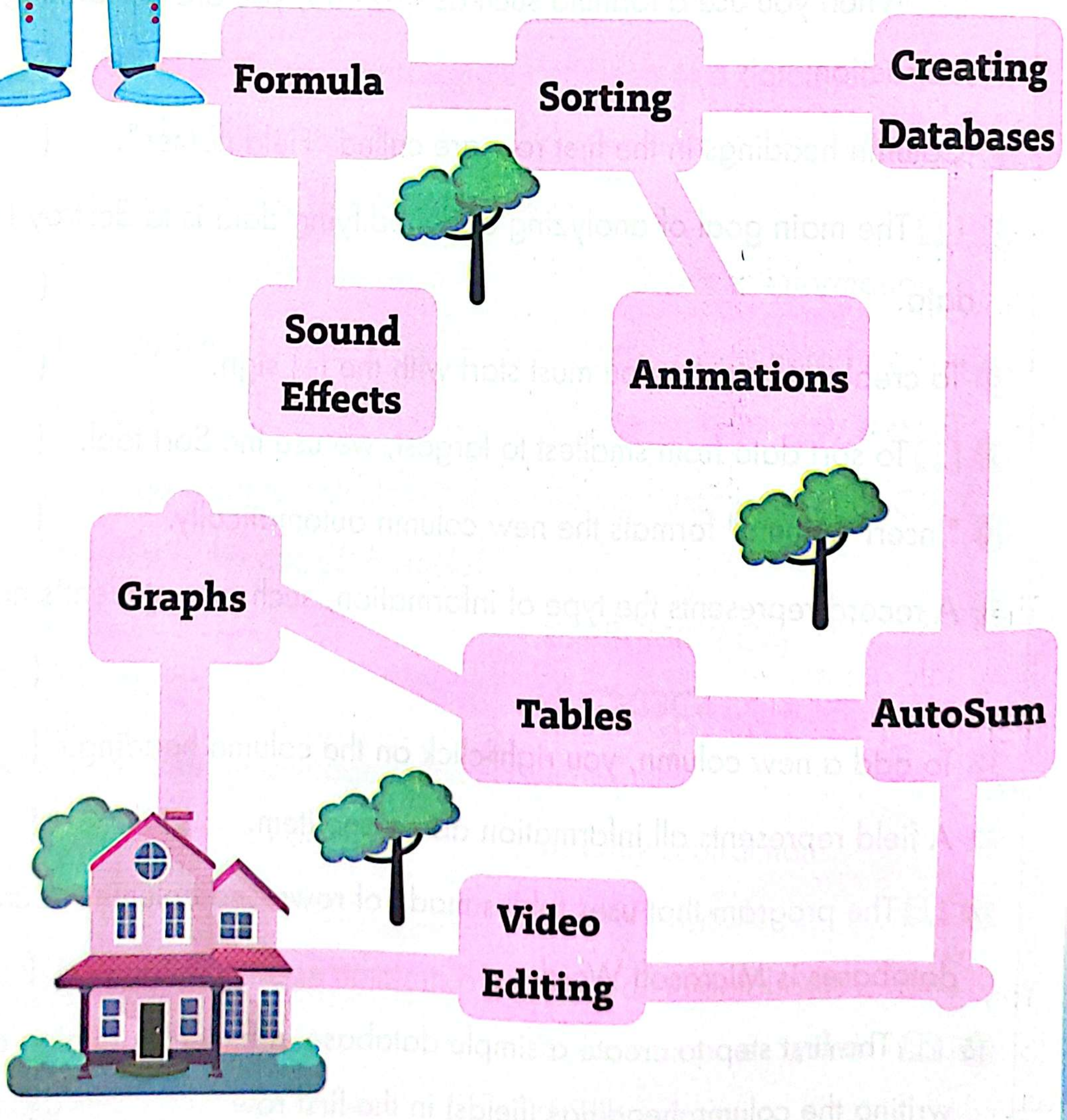
Play with PONY



Guide the Robot to go home by following common Excel tools and features!



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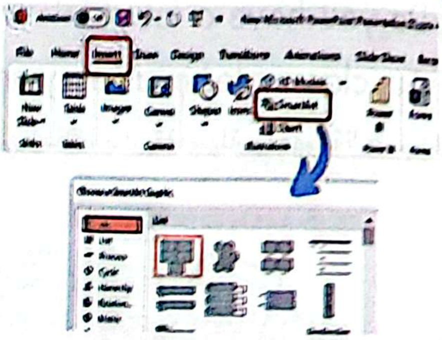
Steps to Insert and Customize SmartArt in PowerPoint

Step 1 Insert:

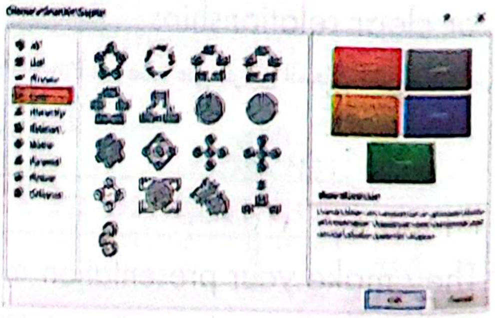


1. Click "Insert" tab in the top ribbon of PowerPoint.
2. Look for the "SmartArt" icon and click it.
3. dialog box will appear showing many chart types.

الخطوة ١: الإدراج:

1. انقر على تبويب إدراج (Insert) الموجود في الشريط العلوي لبرنامج PowerPoint.
2. ابحث عن أيقونة SmartArt وانقر عليها؛ سيظهر لك مربع حوار يحتوي على أنواع كثيرة من المخططات.

Step 2 Choose the type:



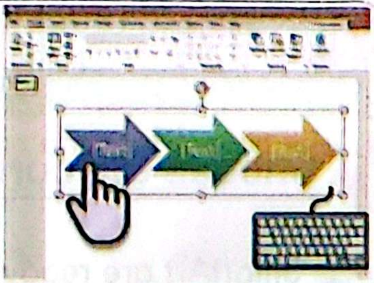
1. Select the suitable type to represents your information.
   - If your information consists of series of steps, choose from the "List", "Process", or "Cycle" categories
2. Click the chart you prefer in the dialog box, then click "OK" to insert it to the slide.

الخطوة ٢: اختيار النوع:

1. اختر النوع المناسب لتمثيل معلوماتك.
   - إذا كانت معلوماتك عبارة عن خطوات متسلسلة، اختر من فئة قائمة (List) أو عملية (Process) أو دورة (Cycle).
2. انقر على المخطط الذي تفضله في مربع الحوار، ثم انقر على زر موافق (OK) لإضافته.

Unit 4

Step 3 Add Text:

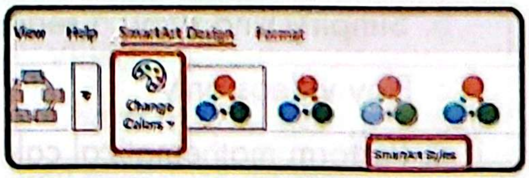


1. Click the [Text] or [Flowchart] that appears on the slide?
2. Start writing the information or steps you want to explain inside the text boxes in the chart?

الخطوة ٣: إضافة النص:

1. انقر على «النص» أو «المخطط الانسيابي» الذي ظهر على الشريحة.
2. ابدأ بكتابة المعلومات أو الخطوات التي تريد شرحها داخل المربعات المخصصة في المخطط.

Step 4 Customize and beautify your flowchart:



» you can make the flowchart more visually appealing:

1. Click on the flowchart.
   Two new tabs will appear at the top: "SmartArt Design" and "Format"
2. In **SmartArt Design**, you can:
   - **Change Colors** to make your slides more attractive.
   - choose a new style from **SmartArt Style** to change how your boxes and shapes look.

» Using **SmartArt**, you won't need to write long texts. You will share information **visually**,

1. انقر على المخطط، ستظهر لك علامتا تبويب جديدتان في الأعلى: "تصميم SmartArt " و«تنسيق».
2. من "تصميم SmartArt": يمكنك اختيار "تغيير الألوان" (Colors Change) لتبدو شرائحك أكثر جاذبية، أو اختر نمطًا جديدًا من مجموعة "أنماط SmartArt " لتغيير شكل المربعات والأشكال.

- باستخدام SmartArt، لن تحتاج لكتابة نصوص كثيرة، بل ستشارك المعلومات بصريًا.

أهم الكلمات والمصطلحات

Flowcharts (SmartArt)	المخططات الانسيابية	ready-made	جاهزة
graphics	رسومات	visually	مرئي
audience	الجمهور	illustrate	يوضح
life cycle	دورة حياة	Insert	إدراج
dialog box	مربع حوار (نافذة)	Customize	تخصيص
sequential steps	خطوات متسلسلة	Styles	أنماط

Exercises on Lesson 6

1 Choose the correct answer:

1. SmartArt are ready-to-use graphics and shapes in ....
   a. Excel b. Word c. PowerPoint d. Access
2. The SmartArt flowchart is mainly used to ....
   a. Write long messages
   b. Simplify and show a series of steps or information
   c. Play videos only
   d. Perform mathematical calculations
3. To add a SmartArt chart to a slide, start by clicking the .... tab.
   a. Design b. Review c. Insert d. Animations
4. After clicking the SmartArt icon, a .... will appear showing many chart types.
   a. new slide b. dialog box c. blank page d. saved file
5. SmartArt makes your presentation more ....
   a. boring b. engaging c. difficult d. long
6. To represent series of steps for completing a project, it is preferable to choose the .... flowchart category.
   a. Pyramid b. Relation c. Matrix d. Process
7. In the Smart Art Design tab, you can .... to make your slides more attractive.
   a. Change Colors b. delete the file
   c. hide the text d. close the program

8. To change the flowchart colors, go to the .... tab that appears after insertion.
   a. SmartArt Design b. Format c. Review d. Slide Show

9. Which of the following is a category you can choose if your info is a series of steps?
   a. Square b. Cycle c. Line d. Dot

10. PowerPoint allows inserting ....
    a. Measuring devices b. Calculators
    c. Carpentry tools d. Charts and videos

11. Flowcharts help present the material better than ....
    a. Animated images b. Videos
    c. Plain text (written) d. Charts

12. To start writing inside the flowchart, you must click on the .... that appears on the slide.
    a. empty space b. [Text] box c. scroll bar d. close button

13. When you select the "Change Colors" option for the flowchart, the goal is to ....
    a. Make it beautiful and colorful b. Increasing font size
    c. Deleting the chart d. Changing the written text

14. After inserting a flowchart, you click on [Flowchart] to ....
    a. Delete it b. Add the text and information
    c. Print the slide d. Close the program

15. Charts in PowerPoint are used to ....
    a. Write poetry b. Perform slide transitions
    c. Represent data and numbers visually
    d. Search for information

16. Which tool can be used to represent the stages of a "life cycle" of something?
    a. List b. Relation c. Matrix d. Cycle

Unit 4

2 Put (✓) or (✗):

1. 📖 SmartArt is used to show information in an organized and visual way. ( )
2. You can find the SmartArt icon under the "Review" tab. ( )
3. 📖 SmartArt cannot be inserted from the "Insert" menu in PowerPoint. ( )
4. Flowcharts help classmates understand project steps more easily. ( )
5. 📖 The "Process" category of SmartArt is used to represent sequential steps. ( )
6. You cannot change the colors of the SmartArt after inserting it. ( )
7. 📖 The colors or design of SmartArt cannot be changed after you insert it. ( )
8. The "Cycle" category is suitable for representing a series of steps. ( )
9. SmartArt makes presentations less engaging for the teacher. ( )
10. The "SmartArt Design" tab appears only after you click on the flowchart. ( )
11. Flowcharts are only useful for science topics like plant life cycles. ( )
12. 📖 One of the benefits of SmartArt is that it helps the audience understand complex information more easily and quickly. ( )
13. Reading long texts is easier for the audience than looking at flowcharts. ( )
14. You can choose a new style from "SmartArt Style" to change the look of shapes. ( )
15. To customize your flowchart, you must first click on the flowchart itself. ( )
16. Flowcharts are not useful for organizing team tasks in a project. ( )
17. "SmartArt Design" and "Format" tabs are always visible, even if you don't click the chart. ( )

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Play with PONY

Help the robot create a flowchart by rearranging the following steps.

- ◯ Choose the Type from the "List", "Process", or "Cycle" categories.
- ◯ Customize Your Flowchart from SmartArt Design.

- ◯ Click "Insert" tab. Look for the "SmartArt" icon.
- ◯ Click [Text] in flowchart to add your information.

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Test Yourself on Lessons 5&6

1 Choose the correct answer:

1. Which tool can be used to represent the stages of a "life cycle" of something?
   a. List b. Relation c. Matrix d. Cycle
2. SmartArt are ready-to-use graphics and shapes in ....
   a. Excel b. Word c. PowerPoint d. Access
3. What symbol should be written first to create a formula in Excel?
   a. + b. – c. * d. =
4. In Excel, rows are called ....
   a. Fields b. Headers c. Records d. Columns
5. Databases make it easy to .... information.
   a. search b. analyze c. modify d. all of them
6. To add a SmartArt chart to a slide, start by clicking the .... tab.
   a. Design b. Review c. Insert d. Animations
7. To calculate an average in Excel, we use ....
   a. Addition then division b. Only subtraction
   c. Only multiplication d. Wi-Fi signals

2 Put (✓) or (✗):

1. Column headings in the first row are called "Field names". (   )
2. You can choose a new style from "SmartArt Style" to change the look of shapes. (   )
3. To create a formula, you must start with the (+) sign. (   )
4. When you use a formula such as =B2–B3, you are performing a subtraction (   )
5. You cannot change the colors of the SmartArt after inserting it. (   )
6. The "SmartArt Design" tab appears only after you click on the flowchart. (   )
7. "Insert Column" formats the new column automatically. (   )
8. SmartArt cannot be inserted from the "Insert" menu in PowerPoint. (   )

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Play with PONY

Answer the (true) or (false) questions.

1. When you finish all the questions in a column, cross out the matching color letter from 'PONY.'
2. After completing all columns, say 'PONY' and raise your hand.

P	O	N	Y
1-You can find the SmartArt icon under the "Review" tab. ( )	2-The Design Tab allows you to choose the "slide size." ( )	3-To create a formula, You must start with the " = " sign . ( )	4-The OS manages files and folders also run programs. ( )
5-You can only install programs on a computer from a CD. ( )	6-A field represents all information about one item. ( )	7-The operating system on Apple mobile devices is iOS. ( )	8- Excel is an example of a messaging service. ( )
9-To create a flowchart, select SmartArt ( )	10- One of the safety rules in messaging is not opening suspicious links. ( )	11-PowerPoint can create databases. ( )	12-GPS is used to determine your location accurately. ( )

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Summary of Unit 4 My Digital Project

Lesson 1

ICT helps us build a better environment through:

1. Clean Vehicles: they do not emit harmful exhaust gases, so they reduce pollution and protect our health.
2. Energy Saving: by managing energy consumption smartly, reducing the waste of resources.
3. Increasing Job Opportunities: in the field of clean transportation or smart services.

ICT and Faster Services (Online Booking) :

- Online booking: It is using websites or applications to request and book a service or appointment without going to its place.
- This saves effort and helps you organize your time.

How Do These Tools Work?

1. Global Positioning System (GPS): accurately determines your location and the vehicle's location, and suggests the best and fastest route.
2. Smart Applications: allow electronic payment and show the cost before you start.
3. Notifications and Reminders: send you a message about the arrival time of the vehicle or remind you of your booking time.

Designing an ICT Tool to Solve a Transportation Problem:

Traditional Methods	Technological Solutions (Using ICT)
• Waiting at the bus stop without Knowing the bus arrival time	• Using a GPS tracking application to see bus location on the map
• Cash payment to the driver, which may expose you to losing money	• Using electronic payment via mobile, which is more secure
• Wasting time and exposure to traffic and pollution	• Saving time, reducing pollution, and increasing safety

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Lesson 2

The Operating System:

- It is the program that makes the computer work and responsible for running different programs
- Without an operating system, a computer cannot function or interact with the user

The operating system helps you to:

1. Manage files and folders.
2. Run different programs.
3. Control device components such as the screen, mouse, and keyboard.

Examples of operating systems:

1. Windows: from Microsoft
2. macOS: from Apple
3. Linux.
4. Android / iOS: for smartphones and tablets

Changing System Settings through:

- Control Panel (in Windows) or Setting (on smartphones)
- Some settings that can be changed include:
  1. Changing the desktop background.
  2. Adjusting the volume level.
  3. Changing the language, date, and time.
  4. Connecting to the internet network (Wi-Fi).

Installing Programs and Applications:

Programs: are tools that help us perform specific tasks, such as writing, drawing, or learning.

To install a program on a computer:

1. Download it from the internet or from a compact disc (CD)
2. Follow the installation steps.

To install a program on smartphones:

- applications are downloaded from the store such as:

  Play Store: on Android devices.

  App Store: on iPhone devices.

- After installation, the application icon appears on the screen, can be opened by clicking on it.

Lesson 3

Microsoft Word:

- is one of the most popular word processing programs in the world.
- It helps you write and format reports, insert images, tables, and headings

Components of Microsoft Word Interface:

Menu Bar	• It contains commands such as "File", "Insert", and "Layout ".
Toolbar	• It includes buttons for formatting text, such as changing color. and the font size
Writing Area	• The place where you write the report.

Steps to Write a Simple Report:

1. Open the Microsoft Word program.
2. Choose "New Document".
3. Write the report title.
4. Add text and images through the "Insert" menu.
5. Format the text using the tools in the top ribbon.
6. Save the file with a suitable name through the "File" menu, then select "Save".

Messaging services: help us exchange messages, images, and files quickly and easily via the internet.

EX ① WhatsApp ② Messenger ③ Telegram

Tips for Using Messaging Safely:

- Do not share your personal information with strangers.
- Do not open suspicious or unknown links.
- Use messaging services for useful purposes such as studying or communication with friends and teachers.
- Respect others in your messages and avoid spreading rumors

Lesson 4

A presentation: It is a collection of slides used to present information and ideas.

- It helps you deliver your message clearly and attractively by using text, images, shapes, and animations.
- **Slides:** the spaces where we write text and add images in PowerPoint.

Microsoft PowerPoint: Your Friend in Creativity:

- Microsoft PowerPoint, part of the Microsoft Office suite, is one of the most popular and easiest programs used to create presentations.
- PowerPoint has easy-to-use tools, such as drawing and writing tools, and many animation options.
- Animation options make your slides move and look attractive and engaging.
- Using PowerPoint makes you like a creative director, turning your ideas into a short video and telling a story using animated images and music.

SUMMARY of Unit 4

Basic PowerPoint Tools:

Tool Name	Location	Function
File Tab	Top left	• To **save** the presentation, To **open** it, or To **print** it.
Taskbar (Home tab)	At the top	• Contains important **formatting** commands such as changing: - font size, type and text color
Tabs	At the top of the screen Such as: "Design", "Insert", and "Animations "	• Each tab contains a group of specialized tools.
Design Tab	One of the main tabs	• choose the "**slide size**" to format the slide shape. • choose the "**Theme**" to change the background and colors to create an attractive design
Insert Tab	One of the main tabs	• Used to **add** new elements to the slide, such as: Pictures, Shapes, Charts and Videos
Review Tab	One of the main tabs	• Responsible for **checking words** and ensuring there are no spelling errors

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Lesson 5

A database:

- It is a way to store and organize large amounts of data and information inside a computer, making it easy to analyze, search, and modify.

Importance of Database:

- It helps us collect information about people, places, or things, and makes managing this information easier.

EX A school uses a database to organize information about its students (such as student name and ID).

Excel: A Database-Building Tool

1. We can use Microsoft Excel to create simple databases.
2. Microsoft Excel can also be used for: Sorting, Adding, Subtracting, Multiplying, Dividing, and Filtering.
3. Excel used to create tables made up of columns and rows.
   - In a database, a column is called a Field which represents the type of information (such as a student's name).,
   - A row is called a Record, and it represents all information about one item (such as the data of one student).

Steps to Create a Simple Database in Excel:

1. Define the Columns (Fields): Write headings in the first row (field names),
   e.g., "ID Number", "Class Name", "Student's Name".
2. Enter the Data (Records): Fill in data from the second row under each column.

3. Add New Columns: Right-click a column heading, choose "Insert Column"; it will be added and formatted automatically.

- Excel is an excellent program to perform mathematical operations.
- When dealing with a database that contains numbers (such as students' grades or expenses), you can use Formulas.
- The golden rule: To create a formula, You must start with the " = " sign.

» **Examples of Formulas:** To add specific cells, subtract cells,and calculate an average (addition then division).

Lesson 6

» **SmartArt:** They are ready-to-use graphics and shapes in PowerPoint that help you show information visually in an organized way, using a series of steps or clear relationships.

» **Importance of Flowcharts (SmartArt):**

1. They make your presentation more engaging.
2. They help the audience understand complex information or project steps easily and quickly than reading long texts.
3. They help you to illustrate the stages of a plant's life cycle, steps to prepare a meal, or team organization in a project.

» **Steps to Insert and Customize SmartArt in PowerPoint:**

Step 1: Insert

1. Click "Insert" tab in the top ribbon of PowerPoint.
2. Look for the "SmartArt" icon and click it.
3. A dialog box will appear showing many chart types.

Step 2: Choose the Type

① Select the suitable type to represents your information.

- If your information consists of series of steps, choose from the "List", "Process", or "Cycle" categories.

② Click the chart you prefer in the dialog box, then click "OK" to insert it to the slide.

Step 3: Add Text

① Click the [Text] or [Flowchart] that appears on the slide.

② Start writing the information or steps you want to explain inside the text boxes in the chart.

Step 4: Customize and Beautify Your Flowchart

① Click on the flowchart. Two new tabs will appear at the top: "SmartArt Design" and "Format".

② In SmartArt Design, you can:

- Change Colors to make your slides more attractive.
- Choose a new style from SmartArt Style to change how your boxes and shapes look.

Model Exam 1

1 Choose the correct answer:

1. After clicking the SmartArt icon, a .... will appear showing many chart types.
   a. new slide b. dialog box c. blank page d. saved file
2. In Excel, the row that contains complete information about one person is called ....
   A. Field B. Record C. Column D. Workbook
3. Which program is used to write reports?
   A. Excel B. PowerPoint C. Word D. Paint
4. - Technology helps reduce pollution by spreading ....
   a. traditional cars b. public transport
   c. fuel stations d. electric vehicles
5. If you want to change the shape and color of the slide background, you should use the .... tab.
   A. File B. Insert C. Review D. Design
6. What program makes the computer work?
   A. Drawing program B. Electronic game
   C. Writing program D. Operating system
7. .... help us exchange messages and files quickly via the internet.
   a. Messaging services b. Word programs
   c. Keyboards d. Operating systems

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2 Put (✓) or (✗):

1. Excel is used to create tables made of columns and rows. ( )
2. 📖 The "Animations" tab is used to add visual effects to elements in a slide. ( )
3. Flowcharts are not useful for organizing team tasks in a project. ( )
4. The Writing Area is where you write the content of your report. ( )
5. A database is used just to store and organize small amounts of data. ( )
6. ICT tools help us solve real-life problems. ( )
7. 📖 SmartArt is used to show information in an organized and visual way. ( )
8. You should be careful when changing settings so they don't affect performance. ( )

Model Exam 2

Choose the correct answer:

1. Animation options make your slides .... and look attractive.
   a. move b. print c. save d. stop
2. SmartArt makes your presentation more ....
   a. boring b. engaging c. difficult d. long
3. One of the tasks of the operating system is to manage ....
   a. people b. files and folders
   c. electricity d. none of them
4. 📖 To add a new column in Excel, we use the option ....
   a. Insert column b. Delete row c. Sort data d. Filter data
5. 📖 To save a file, we choose the command ....
   a. Open b. Print c. Save d. Exit

6 .... is a term used for all technological tools that help us process information.

a. HTML b. ICT c. RAM d. URL

7 📖 Before you start designing slides, you can set the slide size through the .... option.

a. Slide Size b. Background color
c. Font d. Insert table

2 Put (✓) or (✗):

1 "Themes" in the Design Tab are used to change the background and colors. (   )

2 Reading long texts is easier for the audience than looking at flowcharts. (   )

3 Choosing "New Document" is the first step to starting a report. (   )

4 📖 To sort data from smallest to largest, we use the Sort tool. (   )

5 iOS is an operating system used for smartphones. (   )

6 Smartphones are only used for communication. (   )

7 📖 One of the benefits of SmartArt is that it helps the audience understand complex information more easily and quickly. (   )

8 In Excel, a row is called a record. (   )

Model Exam 3

1 Choose the correct answer:

1 📖 When writing column headings such as "ID Number" and "Class Name", you write them in ....

a. The second row b. The first row
c. The last column d. Any empty place

2. The File Tab is located at the ....

a. bottom right
b. center of screen
c. top left
d. bottom left

3. To represent series of steps for completing a project, it is preferable to choose the .... flowchart category.

a. Pyramid
b. Relation
c. Matrix
d. Process

4. Traditional methods of payment involve paying .... to the driver.

a. credit
b. cash
c. nothing
d. points

5. To keep your work for later, you save the file through the .... menu.

a. View
b. Edit
c. File
d. Insert

6. The applications store on Android devices is called ....

a. App Store
b. Apple Store
c. Windows Store
d. Play Store

7. In the SmartArt Design tab, you can .... to make your slides more attractive.

a. Change Colors
b. delete the file
c. hide the text
d. close the program

2 Put (✓) or (✗):

1. You can use Microsoft Excel to perform addition, subtraction, and multiplication. ( )
2. The operating system on a computer is responsible for running programs and organizing the device. ( )
3. A record represents the type of information, such as a student's name. ( )
4. Charts are used in PowerPoint to clarify data and numbers in a simple way. ( )
5. You should avoid spreading rumors when using messaging services. ( )

6. The colors or design of SmartArt cannot be changed after you insert it. ( )
7. GPS is used to determine your location accurately. ( )
8. The Review Tab contains commands to change the text color. ( )

Model Exam 4

1 Choose the correct answer:

1. Which company developed the Windows operating system?
   a. Google b. Apple c. Microsoft d. Linux
2. Which of the following is a category you can choose if your info is a series of steps?
   a. Square b. Cycle c. Line d. Dot
3. What is the name of a column heading like "Student Name" in a database?
   a. Record b. Row c. Field d. Workbook
4. You can use the Insert Tab to add .... to clarify numbers.
   a. animations b. fonts c. charts d. spell checks
5. To change the flowchart colors, go to the .... tab that appears after insertion.
   a. SmartArt Design b. Format c. Review d. Slide Show
6. All of the following are examples of messaging services EXCEPT ....
   a. WhatsApp b. Messenger c. Telegram d. Microsoft Word
7. If a transportation company relies on electronic payment instead of cash payment, this increases ....
   a. Safety b. Pollution
   c. Fuel consumption d. Breakdowns

2 Put (✓) or (✗):

1. The Design Tab allows you to choose the "slide size." ( )
2. 📖 The main goal of analyzing and modifying data is to destroy the data. ( )
3. Messaging services allow you to exchange images and files easily. ( )
4. 📖 The application store for iPhone devices is called Play Store. ( )
5. The Home tab is used to check for spelling errors. ( )
6. 📖 Microsoft Word is used for word processing and writing reports. ( )
7. GPS suggests the best and fastest route for your journey. ( )
8. SmartArt makes presentations less engaging for the teacher. ( )

Model Exam 5

1 Choose the correct answer:

1. 📖 Flowcharts help present the material better than ....
   a. Animated images
   b. Videos
   c. Plain text (written)
   d. Charts
2. The .... is responsible for checking words and ensuring there are no spelling errors.
   a. Insert Tab
   b. Design Tab
   c. Review Tab
   d. File Tab
3. While using messaging services, you should NOT share your .... with strangers
   a. personal information
   b. school name
   c. favorite color
   d. general reports

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4. macOS is an operating system from ....
   a. Microsoft b. Apple c. Google d. none of them
5. 📖 Microsoft Excel is used to create and manage ....
   a. Daily notes b. Electronic games
   c. Databases d. Animated graphics
6. Using a GPS tracking application helps you see the .... on the map.
   a. weather b. driver's home
   c. bus location d. ticket price
7. 📖 A table can be inserted in Word from the .... menu.
   a. Insert b. File c. View d. Tools

2 Put (✓) or (✗):

1. Microsoft PowerPoint is one of the most popular programs to create presentations. ( )
2. You can find the SmartArt icon under the "Review" tab. ( )
3. 📖 Excel is an example of a messaging service. ( )
4. To add a new column, you right-click on the column heading. ( )
5. The operating system is responsible for designing and writing programs. ( )
6. The File Tab allows you to change the font type and color. ( )
7. 📖 The "Process" category of SmartArt is used to represent sequential steps. ( )
8. 📖 A school bus tracking application helps students organize their time and arrive on time. ( )

Final Exams

Final Exam 1

1 Choose the correct answer:

1. When you start a new report in Word, you should choose ....
   a. Save As
   b. New Document
   c. Format
   d. Delete
2. What is the first step to create a new video meeting?
   a. Sending an email
   b. Click "End Call" option
   c. Sharing the screen
   d. Click "New Meeting" option
3. macOS is an operating system from ....
   a. Microsoft
   b. Apple
   c. Google
   d. none of them
4. E-commerce is the buying and selling of goods and services through ....
   a. The Internet
   b. Traditional mail
   c. traditional market
   d. Libraries
5. A presentation is a collection of .... used to present information and ideas.
   a. files
   b. slides
   c. printers
   d. cables

2 Put (✓) or (✗):

1. Flowcharts help classmates understand project steps more easily. (   )
2. Traditional methods help you know the bus arrival time exactly. (   )
3. It is important to be calm and respectful during a video conference. (   )
4. HTML gives the web page its shape and structure. (   )
5. Reviews help you evaluate the quality of the product before purchasing (   )

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3 Complete the following sentences using the words below:

(Formulas - voice assistants - Customer Support Services - WhatsApp - Play Store)

1. An example of a messaging application is ....
2. The applications store on Android devices is called ....
3. Siri and Alexa are examples of ....
4. When dealing with a database that contains numbers, you can use ....
5. .... are the services provided by companies to help you solve problems or answer your inquiries.

Final Exam 2

1 Choose the correct answer:

1. In Windows, you can modify device settings through the ....
   a. Play Store b. Control Panel
   c. macOS d. Desktop background
2. What is the function of the "Join" button in video conferencing programs?
   a. Entering the meeting b. Creating a new link
   c. Turning off the camera d. Screen sharing
3. Which programming language is used to create the basic structure of web pages?
   a. JavaScript b. Java c. HTML d. Python
4. What tools can be used to create an attractive and visually appealing presentation?
   a. animations b. shapes c. images d. all of them
5. An example of a messaging application is ....
   a. Word b. Paint c. Excel d. WhatsApp

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2 Put (✓) or (✗):

1. To customize your flowchart, you must first click on the flowchart itself. ( )
2. Electronic payment is more secure than using cash. ( )
3. If you are a participant in a meeting, you should turn off your camera and microphone when you are not using them. ( )
4. Artificial intelligence is the technology that enables machines to use human traits in problem-solving. ( )
5. To ensure a company is ethical, you should review its official website. ( )

3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 SmartArt	a. is a technology that enables machines to use human-like traits to solve problems.
2 Microsoft Word	b. is called a Field which represents the type of information in Excel.
3 Artificial Intelligence	c. is the process of buying and selling products and services online.
4 E-commerce	d. ready-to-use graphics in PowerPoint help showing information visually using a series of steps.
5 column	e. is one of the most popular word processing programs in the world.

1 .... 2 .... 3 .... 4 .... 5 ....

Final Exam 3

1 Choose the correct answer:

1. It is a good idea to make a .... of your files to keep them safe.
   a. symbol b. backup c. pop-up d. bone
2. 📖 Examples of operating systems for smartphones include ....
   a. Android b. iOS c. Windows d. both a and b
3. 📖 The writing area in Word is the place where we ....
   a. Change language b. Write text
   c. Save files d. Display images only
4. To change the font color and size in Word, you use the ....
   a. Screen b. Printer c. Toolbar d. Mouse
5. 📖 What is the process that enables you to obtain a copy of the meeting after it ends?
   a. Instant messaging b. Joining the meeting
   c. Screen sharing d. Conference recording

2 Put (✓) or (✗):

1. A field represents all information about one item. ( )
2. JavaScript adds "life" to the page by creating pop-up windows. ( )
3. 📖 Technology contributes to increasing carbon emissions in the environment. ( )
4. Buying a bond means you are lending money to a company. ( )
5. ICT creates job opportunities. ( )

3 Complete the following sentences using the words below:

(bonds - Apple - Row - Control Panel - Alexandrina Library)

1. Online libraries such as .... are examples of Educational Service Providers.
2. To change the desktop background, we use ....
3. Investing in a company's .... means that you Lend money to the company.
4. macOS is an operating system from ....
5. .... is called a Record, and it represents all information about one item in Excel.

Final Exam 4

1 Choose the correct answer:

1. To change the desktop background, we use ....
   a. Keyboard
   b. Control Panel
   c. Recycle Bin
   d. Browser
2. Applications on Android devices are downloaded from ....
   a. App Store
   b. Play Store
   c. Windows
   d. Control Pane
3. .... is a popular program used for video conferencing.
   a. Microsoft Teams
   b. Google Meet
   c. Zoom
   d. all of them
4. From messaging service that allows sending images ....
   a. Word
   b. WhatsApp
   c. Paint
   d. Excel
5. Google Drive and OneDrive are examples of ....
   a. programming languages
   b. cloud storage
   c. corrupted files
   d. web structures

2 Put (✓) or (✗):

1. Online booking saves effort and helps organize time. ( )
2. Artificial Intelligence depends on algorithms to learn and solve problems. ( )
3. Email is an informal way of communication used between friends only. ( )
4. The Control Panel is used to change settings in Windows. ( )
5. If your device battery is the problem, you may need to replace it. ( )

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3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 Operating System	a. is a collection of slides used to present information and ideas.
2 Microsoft Excel	b. Equal parts into which the ownership of a company is divided.
3 Facial Recognition	c. is responsible for running different computer programs.
4 presentation	d. Used to verify your identity and unlock your phone
5 Stocks	e. is used to create simple databases.

1 .... 2 .... 3 .... 4 .... 5 ....

Final Exam 5

1 Choose the correct answer:

1. To stay safe online, you should avoid opening .... links.
   - a. safe
   - b. educational
   - c. suspicious
   - d. known
2. If you want to calculate the sum of the numbers in cells C2, C3, and C4, what is the correct formula?
   - a. C2+C3+C4
   - b. =SUM(C2-C4)
   - c. =C2+C3+C4
   - d. C2C3C4
3. What are the steps or recipes that artificial intelligence relies on to learn and solve problems called?
   - a. Hypotheses.
   - b. Algorithms.
   - c. Records.
   - d. Statistical models

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4 GIMP is an abbreviation for .... Image Manipulation Program.

a. General b. GNU c. Global d. Google

5 To avoid waiting, ICT tools send you .... about the arrival time of the vehicle.

a. notifications b. emails c. gifts d. books

2 Put (✓) or (✗):

1 The operating system cannot control the computer mouse. ( )

2 If your questions to a chatbot are not clear, you will not receive accurate answers. ( )

3 Waiting at the bus stop without knowing the arrival time is a traditional method. ( )

4 Changing a video frame color can make it smoother. ( )

5 To install a new program, you must follow the installation steps. ( )

3 Complete the following sentences using the words below:

(A partner - chatbots - Online booking - flaws - Settings)

1 Enhancing photos means corrects .... and restoring original colors.

2 On smartphones, you can change settings through ....

3 When you buy a company's share, you become........................ in that company.

4 .... helps you organize your time and request a service without going to its place.

5 Chat windows on websites that automatically respond to you are known as ....

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Final Exam 6

1 Choose the correct answer:

1. A .... is a way to store and organize large amounts of data inside a computer.
   a. Printer b. Database c. Cable d. Router
2. One of the common tools you learned that helps you organize data in Excel is ....
   a. Insert picture b. Sort c. Add WordArt d. Draw a circle
3. Which ethical principle prevents artificial intelligence from making decisions based on personal opinions?
   a. Beneficence. b. Responsibility.
   c. Unbiased d. Transparency.
4. Motion blur is an example of ....
   a. LAN b. merging c. correcting flaws d. special effects
5. .... helps you organize your time and request a service without going to its place.
   a. Driving b. Online booking
   c. Cash payment d. Waiting

2 Put (✓) or (✗):

1. Two images can be merged into one through photo editing. ( )
2. You can only install programs on a computer from a CD. ( )
3. Images can be inserted into a document through the "Insert" menu. ( )
4. Clicking on the application icon opens the program after installation. ( )
5. The most important part of an email that helps the recipient quickly know its purpose is the subject line. ( )

3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 ESPs	a. is a formal and professional way of communication.
2 JavaScript	b. make the image look old or to add special effects such as motion blur..
3 Email	c. are organizations that provide educational services for students
4 Filters	d. are AI computer programs designed to respond to questions online
5 Chatbots	e. is programming language used to create interactive and dynamic web pages.

1 .... 2 .... 3 .... 4 .... 5 ....

Final Exam 7

1 Choose the correct answer:

1. The "Student's Name" in a database table is considered a ....
   a. Field b. Record c. Row d. symbol
2. If artificial intelligence collects your personal information, it must apply the principle of ....
   a. Inclusiveness. b. Transparency. c. Accuracy d. Privacy
3. HTML builds the structure of a web page. What does JavaScript create on the page?
   a. Structure only b. special symbols
   c. Interactivity and movement d. Text only

4 What symbol should be written first to create a formula in Excel?

a. + b. – c. * d. =

5 Which of the following terms refers to "Information and Communication Technology"?

a. GBT b. ICT c. CPU d. ABC

2 Put (✓) or (✗):

1 One of the safety rules in messaging is not opening suspicious links. ( )

2 To change the device language, we go to the application store. ( )

3 Email is the best choice when you need to send an official document. ( )

4 You have to pay money to use GIMP. ( )

5 To add videos to the presentation, use "Insert" Tab. ( )

3 Complete the following sentences using the words below:

(Database - Merge Images - Database - Language processing tools - Slides)

1 .... Help you formulate your writings and send simple messages.

2 .... are tools that allow people in different places to communicate with each other using audio and video in real time.

3 .... the spaces where we write text and add images in PowerPoint.

4 .... is a way to store and organize large amounts of data and information inside a computer.

5 .... combine two different images to become one image, which is useful in creating presentations.

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Final Exam 8

1 Choose the correct answer:

1 The operating system controls device components like the ....

a. internet b. table c. keyboard d. chair

2 Chat windows on websites that automatically respond to you are known as ....

a. voice assistants b. email filters
c. chatbots d. facial recognition

3 Programming languages are a set of .... used to give clear instructions to computer programs.

a. humans and machines b. rules and symbols
c. wires and cables d. power sockets

4 📖 Storing with large amounts of information in databases is done in the ....

a. radio b. computer system
c. old mobile phone d. camera

5 📖 If a booking app sends you a message about the departure time, this service is called ....

a. Automatic notifications b. Central heating
c. Photography d. Smart lighting

2 Put (✓) or (✗):

1 📖 Slides in PowerPoint are the spaces where we write text and add images. ( )

2 You cannot insert tables or headings in a Word document. ( )

3 Waiting at the bus stop without knowing the arrival time is a traditional method. ( )

4 Chatbots are real people who answer your inquiries. ( )

5 Modern editing programs use AI to help adjust image colors. ( )

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3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 Messaging services	a. prevent dangerous or unwanted messages from reaching your inbox.
2 GIMP	b. is a set of detailed steps that tells the computer what to do.
3 Email filter	c. is programming language used to build the structure of web pages
4 HTML	d. help us exchange messages and files quickly via the internet
5 algorithm	e. is an abbreviation for GNU Image Manipulation Program.

1 ………… 2 ………… 3 ………… 4 ………… 5 …………

Final Exam 9

1 Choose the correct answer:

1. When adjusting the sound on a device, we use ………………… .
   a. Printer b. Microphone c. Settings d. Recycle Bin
2. Educational Service Providers can provide students with ………………… .
   a. books b. online training materials
   c. gaming software d. both a and b
3. Think of ………………… as the bones that give the web page its shape.
   a. HTML b. JavaScript
   c. External drive d. Power adapter

4. One benefit of online booking in everyday services is ....
   a. Saving time and effort
   b. Increasing waiting time
   c. Excessive use of paper
   d. Complicating procedures
5. Excel can be used for ....
   a. Sorting
   b. Mathematical operations
   c. Filtering
   d. All of them
6. Artificial intelligence makes machines use logic and .... in problem-solving:
   a. Handwriting.
   b. Decision-making.
   c. Fast travel.
   d. Automatic printing.
7. In PowerPoint, the bar that contains commands such as changing font size is ....
   a. File bar b. Animation bar c. Status bar d. Home tab

2 Put (✓) or (✗):

1. E-commerce is the process of buying and selling goods and services online. ( )
2. Smart applications show the cost of the service after it ends only. ( )
3. The operating system on Apple mobile devices is iOS. ( )
4. You use the "Insert" menu to save your file with a name. ( )
5. In a professional email, you should clearly state the purpose of your contact. ( )
6. Open-source programs allow anyone to modify their tools. ( )
7. "SmartArt Design" and "Format" tabs are always visible, even if you don't click the chart. ( )
8. Responsibility means the designer must correct the AI if it makes a mistake. ( )

Final Exam 10

1 Choose the correct answer:

1. To add a new image to a slide, we use the .... tab.
   a. Animations b. Design c. Insert d. View
2. Chatbots are designed to respond to questions ....
   a. via mail b. online
   c. through television d. none of them
3. What is the main component used in online booking applications to determine locations?
   a. Cooling system b. Cash payment system
   c. Global Positioning System (GPS) d. Solar energy system
4. To start writing inside the flowchart, you must click on the .... that appears on the slide.
   a. empty space b. [Text] box
   c. scroll bar d. close button
5. .... means that AI tools must include all users and not only a specific group.
   a. Inclusiveness b. Bias c. Responsibility d. Privacy
6. Where can you download applications on a smartphone?
   a. Recycle Bin b. Settings
   c. File Manager d. App Store
7. Which language is used to add interaction and movement to web pages?
   a. HTML b. JavaScript
   c. Python d. CSS

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2 Put (✓) or (✗):

1. 📖 Suggesting a new idea to design an app is a form of innovation. ( )
2. A computer can function without an operating system. ( )
3. Protectiveness means that personal information should not be leaked. ( )
4. GIMP is a closed-source program that no one can modify. ( )
5. It is safe to share your personal information with anyone online. ( )
6. The "Cycle" category is suitable for representing a series of steps. ( )
7. A person who buys a bond is lending money to the company. ( )
8. Flowcharts are only useful for science topics like plant life cycles. ( )

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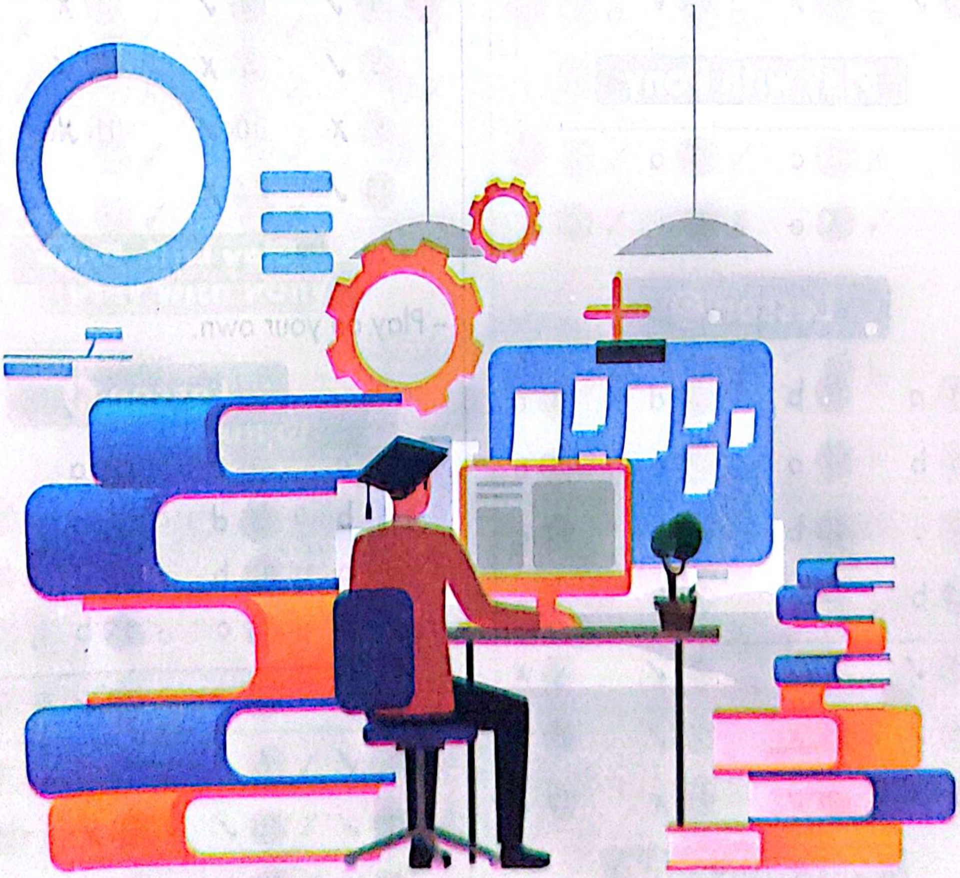
Model Answers



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Unit 3

Lesson 1

1
1 b, 2 d, 3 a, 4 c
5 b, 6 d, 7 c, 8 a
9 c, 10 c, 11 b, 12 b
13 b, 14 a, 15 a, 16 c
17 d

2
1 ✓, 2 ✓, 3 ✗, 4 ✓
5 ✓, 6 ✗, 7 ✗, 8 ✗
9 ✓, 10 ✓, 11 ✗, 12 ✓
13 ✓, 14 ✗, 15 ✓

Play with Pony

1 d, 2 c, 3 a
4 b, 5 e

Lesson 2

1
1 a, 2 b, 3 d, 4 d
5 b, 6 a, 7 c, 8 c
9 c, 10 b, 11 b, 12 c
13 b, 14 c, 15 b

2
1 ✓, 2 ✓, 3 ✓, 4 ✗
5 ✓, 6 ✗, 7 ✓, 8 ✓
9 ✗, 10 ✓, 11 ✗, 12 ✓

Play with Pony

1 ✗, 2 ✓, 3 ✓
4 ✓, 5 ✗, 6 ✓

Test Yourself Lessons 1&2

1
1 a, 2 d, 3 d, 4 a
5 a, 6 c, 7 c

2
1 ✓, 2 ✓, 3 ✗, 4 ✗
5 ✓, 6 ✓, 7 ✗, 8 ✓

Lesson 3

1
1 a, 2 b, 3 c, 4 d
5 d, 6 b, 7 c, 8 a
9 b, 10 c, 11 c, 12 a
13 b, 14 d, 15 b, 16 a
17 d

2
1 ✓, 2 ✓, 3 ✗, 4 ✓
5 ✓, 6 ✗, 7 ✓, 8 ✓
9 ✗, 10 ✓, 11 ✗, 12 ✓
13 ✓, 14 ✗

Play with Pony

– Play on your own.

Lesson 4

1
1 c, 2 d, 3 a, 4 d
5 b, 6 d, 7 c, 8 a
9 b, 10 b, 11 d, 12 a
13 a, 14 c, 15 b

2
1 ✗, 2 ✓, 3 ✓, 4 ✗
5 ✓, 6 ✓, 7 ✓, 8 ✗
9 ✓, 10 ✓, 11 ✗, 12 ✓
13 ✓, 14 ✗, 15 ✓, 16 ✓

Play with Pony

– Play on your own.

Test Yourself Lessons 3&4

1
1) b 2) a 3) d 4) d
5) b 6) a 7) a

2
1) ✓ 2) ✓ 3) ✗ 4) ✓
5) ✗ 6) ✓ 7) ✗ 8) ✓

Lesson 5

1
1) b 2) c 3) b 4) d
5) b 6) d 7) a 8) b
9) b 10) a 11) b 12) b
13) c 14) a 15) d 16) a
17) b

2
1) ✗ 2) ✓ 3) ✓ 4) ✗
5) ✓ 6) ✗ 7) ✓ 8) ✗
9) ✓ 10) ✓ 11) ✓ 12) ✗
13) ✓ 14) ✓ 15) ✗

Play with Pony

- Play on your own.

Lesson 6

1
1) a 2) b 3) c 4) a
5) b 6) c 7) a 8) b
9) d 10) a 11) c 12) c
13) a 14) c 15) a 16) b

2
1) ✓ 2) ✓ 3) ✓ 4) ✓
5) ✗ 6) ✓ 7) ✗ 8) ✓
9) ✓ 10) ✗ 11) ✓ 12) ✗
13) ✓ 14) ✓ 15) ✗ 16) ✓
17) ✓

Play with Pony

- Play on your own.

Test Yourself Lessons 5&6

1
1) c 2) c 3) b 4) a
5) d 6) b 7) b

2
1) ✗ 2) ✗ 3) ✓ 4) ✗
5) ✓ 6) ✓ 7) ✗ 8) ✓

Play with Pony

- Play on your own.

Model Exam 1

1
1) a 2) b 3) c 4) b
5) c 6) d 7) b

2
1) ✓ 2) ✓ 3) ✗ 4) ✓
5) ✓ 6) ✗ 7) ✓ 8) ✗

Model Exam 2

1
1) a 2) a 3) b 4) b
5) d 6) b 7) b

2
1) ✓ 2) ✗ 3) ✓ 4) ✓
5) ✓ 6) ✗ 7) ✓ 8) ✗

Model Exam 3

1
1) b 2) b 3) a 4) a
5) a 6) d 7) c

2
1) ✓ 2) ✗ 3) ✓ 4) ✗
5) ✗ 6) ✓ 7) ✗ 8) ✓

CS CamScanner

Model Exam 4

1
1. b 2. d 3. c 4. a
5. b 6. b 7. a

2
1. ✓ 2. ✗ 3. ✓ 4. ✗
5. ✓ 6. ✗ 7. ✓ 8. ✗

Model Exam 5

1
1. d 2. b 3. a 4. a
5. b 6. c 7. c

2
1. ✓ 2. ✓ 3. ✗ 4. ✓
5. ✓ 6. ✗ 7. ✗ 8. ✓

Unit 4

Lesson 1

1
1. b 2. c 3. d 4. d
5. a 6. d 7. a 8. d
9. b 10. b 11. c 12. a
13. d 14. c 15. a 16. b
17. b 18. c

2
1. ✓ 2. ✗ 3. ✓ 4. ✓
5. ✓ 6. ✗ 7. ✓ 8. ✓
9. ✗ 10. ✓ 11. ✓ 12. ✗
13. ✓ 14. ✗

Play with Pony

Lesson 2

1
1. d 2. b 3. d 4. c
5. b 6. d 7. b 8. c
9. b 10. d 11. b 12. b
13. b 14. c 15. d 16. c
17. a

2
1. ✗ 2. ✓ 3. ✗ 4. ✓
5. ✓ 6. ✓ 7. ✗ 8. ✓
9. ✗ 10. ✓ 11. ✓ 12. ✗
13. ✓ 14. ✗ 15. ✓

Play with Pony

– Play on your own.

Test Yourself Lessons 1&2

1
1. b 2. d 3. a 4. b
5. c 6. d 7. d

2
1. ✓ 2. ✗ 3. ✓ 4. ✓
5. ✗ 6. ✓ 7. ✗ 8. ✗

Lesson 3

1
1. c 2. b 3. d 4. a
5. a 6. b 7. b 8. d
9. a 10. a 11. c 12. c
13. a 14. c 15. d 16. a
17. c 18. b 19. c 20. c
21. a

2
1. ✓ 2. ✗ 3. ✓ 4. ✗
5. ✓ 6. ✓ 7. ✗ 8. ✓
9. ✓ 10. ✗ 11. ✓ 12. ✗
13. ✓ 14. ✗ 15. ✓

Play with Pony

- Play on your own.

Lesson 4

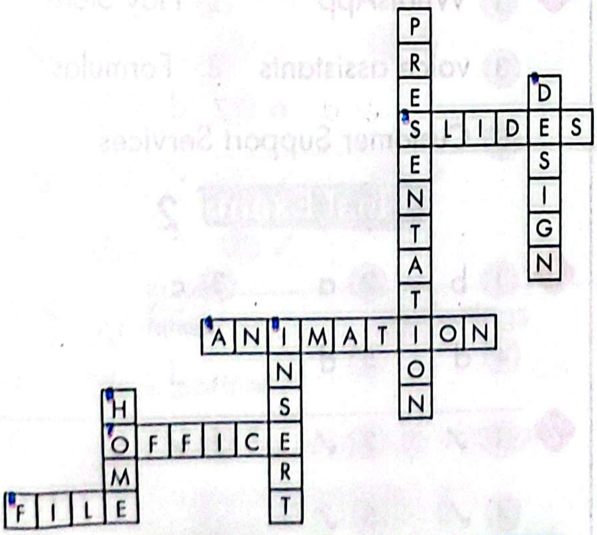
1

1 c	2 d	3 c	4 b
5 a	6 d	7 c	8 a
9 c	10 d	11 c	12 d
13 a	14 a	15 c	16 c
17 d			

2

1 ✓	2 ✓	3 ✓	4 ✓
5 ✗	6 ✓	7 ✗	8 ✓
9 ✓	10 ✗	11 ✓	12 ✓
13 ✗	14 ✓	15 ✓	

Play with Pony



Test Yourself Lessons 3&4

1

1 b	2 d	3 c	4 a
5 b	6 a	7 d	

2

1 ✓	2 ✓	3 ✗	4 ✓
5 ✗	6 ✓	7 ✗	8 ✓

Lesson 5

1

1 b	2 b	3 a	4 c
5 d	6 c	7 d	8 c
9 b	10 d	11 b	12 d
13 a	14 c	15 a	16 b

2

1 ✗	2 ✓	3 ✓	4 ✓
5 ✓	6 ✓	7 ✗	8 ✗
9 ✓	10 ✓	11 ✗	12 ✓
13 ✗	14 ✗	15 ✓	

Play with Pony

- Play on your own.

Lesson 6

1

1 c	2 b	3 c	4 b
5 b	6 d	7 a	8 a
9 b	10 d	11 c	12 b
13 a	14 b	15 c	16 d

2

1 ✓	2 ✗	3 ✗	4 ✓
5 ✓	6 ✗	7 ✗	8 ✓
9 ✗	10 ✓	11 ✗	12 ✓
13 ✗	14 ✓	15 ✓	16 ✗
17 ✗			

Play with Pony

- Play on your own.

Test Yourself Lessons 5&6

1

1 d	2 c	3 d	4 c
5 d	6 c	7 a	

CamScanner

Model Answers

2
1 ✓ 2 ✓ 3 ✗ 4 ✓
5 ✗ 6 ✓ 7 ✓ 8 ✗

Play with Pony

– Play on your own.

Model Exam 1

1
1 b 2 b 3 c 4 d
5 d 6 d 7 a

2
1 ✓ 2 ✓ 3 ✗ 4 ✓
5 ✗ 6 ✓ 7 ✓ 8 ✓

Model Exam 2

1
1 a 2 b 3 b 4 a
5 c 6 b 7 a

2
1 ✓ 2 ✗ 3 ✓ 4 ✓
5 ✓ 6 ✗ 7 ✓ 8 ✓

Model Exam 3

1
1 b 2 c 3 d 4 b
5 c 6 d 7 a

2
1 ✓ 2 ✓ 3 ✗ 4 ✓
5 ✓ 6 ✗ 7 ✓ 8 ✗

Model Exam 4

1
1 c 2 b 3 c 4 c
5 a 6 d 7 a

2
1 ✓ 2 ✗ 3 ✓ 4 ✗
5 ✗ 6 ✓ 7 ✓ 8 ✗

Model Exam 5

1
1 c 2 c 3 a 4 b
5 c 6 c 7 a

2
1 ✓ 2 ✗ 3 ✗ 4 ✓
5 ✗ 6 ✗ 7 ✓ 8 ✓

Final Exams

Final Exam 1

1
1 b 2 d 3 b
4 a 5 b

2
1 ✓ 2 ✗ 3 ✓
4 ✓ 5 ✓

3
1 WhatsApp 2 Play Store
3 voice assistants 4 Formulas
5 Customer Support Services

Final Exam 2

1
1 b 2 a 3 c
4 d 5 d

2
1 ✓ 2 ✓ 3 ✓
4 ✓ 5 ✓

3
1 d 2 e 3 a
4 c 5 b

Final Exam 3

1
1 b 2 d 3 b
4 c 5 d

2 1 ✗ 2 ✓ 3 ✗
4 ✓ 5 ✓

3 1 Alexandria Library
2 Control Panel 3 bonds
4 Apple 5 Row

Final Exam 4

1 1 b 2 b 3 d
4 b 5 b

2 1 ✓ 2 ✓ 3 ✗
4 ✓ 5 ✓

3 1 c 2 e 3 d
4 a 5 b

Final Exam 5

1 1 c 2 c 3 b
4 b 5 a

2 1 ✗ 2 ✓ 3 ✓
4 ✓ 5 ✓

3 1 flaws 2 Settings
3 A partner
4 Online booking 5 chatbots

Final Exam 6

1 1 b 2 b 3 c
4 d 5 b

2 1 ✓ 2 ✗ 3 ✓
4 ✓ 5 ✓

3 1 c 2 e 3 a
4 b 5 d

Final Exam 7

1 1 a 2 d 3 c
4 d 5 b

2 1 ✓ 2 ✗ 3 ✓
4 ✗ 5 ✓

3 1 Language processing tools
2 Video conferences
3 Slides 4 Database
5 Merge Images

Final Exam 8

1 1 c 2 c 3 b
4 b 5 a

2 1 ✓ 2 ✗ 3 ✓
4 ✗ 5 ✓

3 1 d 2 e 3 a
4 c 5 b

Final Exam 9

1 1 c 2 d 3 a 4 a
5 d 6 b 7 d

2 1 ✓ 2 ✗ 3 ✓ 4 ✗
5 ✓ 6 ✓ 7 ✗ 8 ✓

Final Exam 10

1 1 c 2 b 3 c 4 b
5 a 6 d 7 b

2 1 ✓ 2 ✗ 3 ✓ 4 ✗
5 ✗ 6 ✓ 7 ✓ 8 ✗

CamScanner